



Woolgrove School

Transition Policy



'Equal opportunities lie at the heart of all that we do at Woolgrove. We are committed to ensuring that every member of the school community, whatever their position, race, gender, disability or religion is given the same chance as any other to access the services and support of the school'.

Vicky Litchfield
February 2021
Review date February 2024

Transition Policy

There is an increasing interest in educational transitions because the level of success during transition to school or transfers between phases of education or schools, both socially and academically, can be a critical factor in determining children's future progress and development.

Gaye and Pascal 1989

At Woolgrove we recognise the importance of ensuring smooth transitions for children joining our school, moving classes within our school and moving on to alternative provision. We understand the importance of ensuring transition procedures are flexible and meet the unique and individual needs of children and their families. Woolgrove will make every attempt to ensure that parents/carers are involved at every stage of their child's transition to the school and future transitions.

Children cannot play or learn successfully if they are anxious and unhappy. Settling in procedures should aim to help parents to help their children to feel comfortable in the school.

Dukes and Smith 2008

Transition during COVID

During the pandemic many of our transition processes have had to be changed due to not being able to allow visitors onto the school site and home visits not being able to take place. During this time the following process will be in place to support children to transition to Woolgrove School and through the school.

For children new to Woolgrove, the term before the child is due to start:

- A member of the SLT will make phone contact with parents to introduce themselves and ensure up to date contact information is available. Parents will be asked to send a photograph of their child to transition@woolgrove.herts.sch.uk
- A general information booklet about Woolgrove will be sent to parents together with a photograph book for children to look at
- A questionnaire will be sent to both the child's current school and to parents to be completed and returned by post or emailed to transition@woolgrove.herts.sch.uk
- The class teacher will phone or arrange a TEAMs meeting to introduce themselves to the parents and child if possible and to talk through any questions raised by the completed questionnaires
- The Family Support Worker will phone parents to talk through any medical needs and write an Individual Health Care Plan (IHCP) if necessary. The Family Support Worker will also speak to parents about transport to school and support the application process
- A transition book about the child's class, teacher and support staff will be sent home
- Towards the end of the summer term a transition visit will be arranged where one family at a time will be shown around the school and spend some time with their child in the classroom and have an opportunity to speak to the class team
- Parents will be encouraged to look at the school website and share the virtual tour and class team section/videos with their child

For children moving classes:

- The class teacher will be provided with a handover from the current class team
- The class teacher will phone or arrange a TEAMs meeting to introduce themselves to the parents and child
- A transition book about the child's class, teacher and support staff will be sent home
- Parents will be encouraged to look at the school website and share the class team section/videos with their child
- A transition visit will be arranged where children can spend some time in their new class

For shielding children:

- TEAMs meetings will be arranged using an iPad so that the child can be shown the classroom, equipment and meet the staff

For children moving onto a different school:

- Class teachers will complete a questionnaire to provide the new setting with information about the child
- Class teachers/staff will attend virtual meetings and liaise with the new school to support the transition process
- The Senior Leadership Team will, if necessary, arrange meetings with the new school to discuss the child's needs
- Staff from the receiving school will, where possible, be invited to attend the annual EHCP review meeting and any additional meetings e.g. TAF etc

At the start of the autumn term

- All children will have an introductory day where only half of the class will attend school to allow the staff to build relationships, establish class rules and support the children's wellbeing

When possible, normal transition processes will be in place as outlined in the following sections of this policy.

Transition to Woolgrove

When Woolgrove School are informed that a child has been allocated a place at our school, parents will be contacted to arrange a suitable time for them to have a tour of the school and to meet with the class teacher. Before the child's start date a member of the Senior Leadership Team will contact the parents of the child to introduce themselves and talk through the transition process (Appendix 1).

Children who are moving from a nursery or preschool setting will be given the option of attending mornings and lunch only for the first week and to increase to full time for the second week. Children will need to be collected by their parents as transport will not be available for a midday pick up.

The office staff will obtain records from the child's current setting and a copy of the child's EHCP/IHCP will be available for the class teacher. A questionnaire will be sent to the child's current school to be completed (Appendix 2).

Following discussion with the child's current setting and parents it may be decided that it is necessary to write an individual transition plan to decide how to meet the child's complex needs and to arrange any staff training that is necessary because of these needs (Appendix 5).

Prior to the child starting at Woolgrove or shortly after their start, a brief outline of the classes needs including any information about dietary and medical needs with a photograph will be produced by the class teacher and distributed to staff including MSAs. An IHCP will be written for any child who has a medical condition.

September Admissions

Children who will be moving from their current setting to Woolgrove School at the beginning of an academic year will be invited to spend a morning with their new class and class teacher at the beginning of July. During this visit parents will be invited to a welcome meeting where they will have the opportunity to meet the Headteacher and Family Support Worker, learn about the school, complete contact forms, purchase uniform and meet their child's class teacher. An information pack about the school will be given to parents at the meeting.

The Head of Department, Class Teacher or a class teaching assistant will visit the child in their current setting prior to the child's visit to their new class. (In some circumstances this will not be possible but a visit should take place after the child's visit and before the start of the new term). During this visit the information form will be completed (Appendix 3). The class teacher or INCo should also attend any meetings at the current setting for example EHCP review, TAC or TAF meetings.

Prior to the welcome meeting parents will be offered an opportunity to speak to the class teacher to discuss the transition procedures and share information about their child. This can take place at school, virtually or in some circumstances will take place at the child's home. (Sometimes this will not be possible but a meeting should take place after the welcome meeting and before the start of the new term). Parents will also be provided with a form, to complete before the meeting, so that the class teacher can ask relevant questions and discuss any matters arising (Appendix 4). During this meeting a transition plan may be completed if necessary (Appendix 5).

Children will be provided with a transition book containing photographs of the classroom, their class teacher and teaching assistants to take home and share with their parents. A welcome pack will be provided to parents including information about the school and photographs of the school to share with their child.

After two weeks the class teacher or Family Support Worker will contact the child's parents to discuss how the child has settled and if any problems have occurred. The form will either be sent before the phone call so staff are able to identify any issues that have arisen before phoning or completed during the phone call (Appendix 6).

For all new children entering the Reception class, a home visit will be offered. The class teacher and Family Support Worker will visit the child and parents/carers at home to discuss any information or issues gained from the parental questionnaire, as well as our transition procedures. Children who are due to start in Reception will be offered extra transition drop in visits to their class in September with their parents before starting. This is an opportunity for the child to visit with their parents/carers or support worker from their

Vicky Litchfield

February 2021

Review date February 2024

current setting. In September the Reception children will have staggered entry to the Reception class to ensure that a smooth transition for each child is possible.

Admissions during an academic year

Prior to starting at Woolgrove the child will be invited to spend a morning with their new class and class teacher. During this visit parents will have the opportunity to meet the Headteacher and Family Support Worker, learn about the school, complete contact forms, purchase uniform and meet their child's class teacher. An information pack about the school will be given to parents.

The class teacher or a class teaching assistant will visit the child in their current setting prior to the child's visit to their new class. (In some circumstances this will not be possible but in these cases the class teacher will contact the current setting to discuss anything that has arisen from the questionnaire). During this visit the information form will be completed (Appendix 3). The class teacher or INCO should also attend any meetings at the current setting, for example EHCP review, TAC or TAF meetings.

Prior to the visit parents will be asked to complete a questionnaire (Appendix 4) and will be offered an opportunity to speak to the class teacher to discuss the transition procedures and discuss information about their child. This can take place at school or in some circumstances will take place at the child's home. (In some circumstances this will not be possible but a meeting should take place after the visit and before the child starts at the school). During this meeting a transition plan may be completed if necessary (Appendix 5).

Children will be provided with a transition book to take home and share with their parents, containing photographs of the classroom, their class teacher and teaching assistants.

After two weeks the class teacher or Family Support worker will contact the child's parents to discuss how the child has settled and if any problems have occurred. The form may be sent home beforehand and completed by parents to enable staff to use this information during their phone call (Appendix 6).

Transition to Woolgrove from a Hertfordshire Special School setting

For children moving from a Hertfordshire Special Provision to Woolgrove the transition procedures outlined above for new admissions will be followed.

Transition to Woolgrove from an out of County Special or Mainstream setting

Some children may move to Woolgrove from an out of County setting. For these children it is likely that they will not be attending school whilst a placement is being arranged. Therefore it may not be possible for school staff to visit the child in an educational setting. Parents should be offered the opportunity for school staff to visit the child at home before they visit Woolgrove.

Wherever possible the child should spend a morning with their new class and class teacher before starting full time at Woolgrove. Parents should have a meeting to speak to the class teacher to discuss the transition procedures and share information about their child.

Children will be provided with a transition book to take home and share with their parents, containing photographs of the classroom, their class teacher and teaching assistants.

After two weeks the class teacher or Family Support worker will contact the child's parents to discuss how the child has settled and if any problems have occurred. The form may be sent home beforehand and completed by parents to enable staff to use this information during their phone call (Appendix 6).

Transition to Woolgrove – Short notice of placement

Occasionally Woolgrove School will not receive enough notice that a child has been allocated a place at the school to carry out a full transition programme prior to the child starting. In these situations Woolgrove will endeavour to delay the start of the child to ensure a full transition programme can be implemented to meet the needs of the child. If this is not possible the parents will be offered the option of their child only spending the morning and lunch at school on their first day.

Children will be provided with a transition book to take home and share with their parents, containing photographs of the classroom, their class teacher and teaching assistants.

Within the first two weeks after starting at Woolgrove, parents should be invited to a meeting with the child's class teacher to discuss information provided on the questionnaire from parents (Appendix 4), about their child. This can take place at school or in some circumstances will take place at the child's home.

Transition from one class to another at Woolgrove

At Woolgrove we recognise the negative impacts that transitions can have on children and will endeavour to minimise these impacts. We try to minimise the amount of changes a child will experience, whenever possible, by ensuring that children remain in their class groups. Therefore the children will only experience the change of classroom and adults. If this is not possible then careful consideration will be given to the groupings of children to ensure that children remain in friendship groups.

In the summer term, parents will be invited to an open evening which will give them an opportunity to visit the new classroom and informally meet the class teacher and staff.

Class teachers should arrange to spend some time in the current classes of their new children to observe strategies that are used by the teachers and teaching assistants. If possible teaching assistants should also spend some time in the children's current class.

Class teachers should also arrange a time for their new class to visit with their current class to give the older children the opportunity to show where the equipment is kept in the room and talk about the expectations in the class.

Class teachers and teaching assistants will meet to hand over paperwork and discuss individual children before the children visit their new class. If the children have any therapies the new class teacher should make arrangements to talk to the therapists involved with the child.

All children will visit their new class for a morning at the beginning of July and have a story session before the end of the summer term.

All children will be provided with a transition book to take home and share with their parents, containing photographs of the classroom, their class teacher and teaching assistants.

During PSED lessons in the summer term class teachers will ensure issues around transition and children's concerns are addressed.

At the start of the Autumn term the children will have a transition day where they will attend school with only half of their class group to allow the staff to build relationships, establish class rules and to fully support the children with their transition.

On rare occasions it may be necessary for children to transition from one class to another during an academic year. Every effort will be made to avoid these situations. If it is absolutely necessary for a child to transition during the year to another class a transition plan will be written (Appendix 7). The child may have several visits over a three week period to gradually build up the time they are spending in their new class until they are attending full time in the class.

Moving to a different playground

When children move from the EYFS playground to the large playground for their breaks and lunchtime they will have the opportunity to spend their playtimes with a familiar adult in the Sensory Garden or their own playground area if necessary. In the summer term the children will move from the EYFS playground during the lunch time and spend their lunch play on the large playground.

During PSED lessons in the summer term class teachers will ensure issues around transition and children's concerns are addressed.

Transition from Woolgrove to an alternative provision

Sometimes a decision is made that a child should return to a mainstream setting or an alternative Special School. This decision is usually made during the Annual Review of the Education Health Care Plan.

Class teachers will complete a questionnaire to provide information to the child's new setting and if necessary arrange/attend meetings with the new setting.

Mainstream setting

Once a decision has been made that a child should return to mainstream provision the head teacher, Outreach team or SEN officer will support the parents to make a decision about which school to send their child to. Ideally this decision should be made before the annual review to give the opportunity for the mainstream school to attend the review meeting.

The current class teacher will meet with the mainstream settings school staff. The Outreach department will also establish a link with the setting and visit the setting with the parents and on some occasions the child. Outreach staff will take photographs of the setting so a transition book can be produced. (Some mainstream schools may produce their own book but the class teacher should ensure that if this is not the case that a transition book is provided). If the children have any therapies, if possible the therapists will meet with staff from the new setting to provide a handover. If necessary an individual transition plan will be completed (Appendix 7).

If necessary, Woolgrove's Outreach staff will provide emergency training to support the staff at the mainstream school.

The child will visit the new setting with a familiar member of staff and spend some time in the setting.

During the first three weeks support from the Outreach department or a familiar teaching assistant will be given during the morning sessions to support staff in the mainstream setting, if possible.

The child will remain on Woolgrove School's roll until an early review takes place at the mainstream setting in the autumn term to ensure that the placement is right for the child (unless the child has moved into Year 7).

The Outreach Department will provide ongoing support to the school and to future placements and attend Annual EHCP Review meetings.

Transition from Woolgrove to a Special School Setting

The current class teacher will meet with school staff from the new setting. The class teacher or teaching assistant will visit the new setting and take photographs of the setting so a transition book can be produced. (Some Special School settings may produce their own book but the class teacher should ensure that if this is not the case that a transition book is provided). If the children have any therapies, if possible the therapists will meet with staff from the new setting to provide a handover. If necessary an individual transition plan will be completed (Appendix 7).

The child will visit the new setting with a familiar member of staff and spend some time there. If required a teaching assistant will spend the morning sessions for up to three weeks with the child in the new setting to support the staff.

Transition to Secondary Provision

In the autumn term we hold a meeting for parents/carers of children in Year 5 to talk about the process of selecting and moving to secondary provision. We invite the headteacher from The Valley, the local LD Secondary School, to discuss secondary provision as well as our link SEN officer. During this meeting parents will be given information regarding the decisions they need to make for the future of their child's education including considering mainstream provision. Transport arrangements for secondary aged pupils will also be explained to the parents as well as other differences that may occur between the primary and secondary provision. Parents will be encouraged to visit Special and mainstream secondary provision in order to make an informed decision and outline this decision at the Year 5 annual review in the Spring term. Parents will be provided with an information sheet to support them to gather information at their visits to secondary provisions (Appendix 8).

Children transitioning from Woolgrove to secondary provision will be given the opportunity to visit their new school on at least one occasion. Some children may require more than one visit to the new setting and these children may be given additional opportunities to visit with a familiar member of staff. We encourage children and their parents to visit the LD Secondary school during the day so that they can see the school in action.

Staff from the secondary school will be invited to Woolgrove to meet the children, spend some time in the child's current class and talk to the class teacher. Secondary provisions will usually produce their own transition books but the Year 6 class teacher should ensure that if this is not the case that a transition book is provided. If the children have any therapies, if possible the therapists will meet with staff from the new setting to provide a handover. If necessary an individual transition plan will be written (Appendix 7).

Parents are encouraged to attend an open evening at mainstream secondary schools so that they are able to judge for themselves what their child will be expected to cope with if mainstream were chosen instead of LD provision.

During PSED lessons in the summer term class teachers will ensure issues around transition and children's concerns are addressed.

Some of our children and their families have unique and individual needs and, as a result, these transition procedures may not be appropriate. In these circumstances an individualised transition plan will be put into place to ensure that the child's needs are met.



Checklist of Transition Procedures for New Pupils

Received copy of EHCP

Senior Leadership have contacted parents to introduce themselves and talk about transition

Questionnaires sent to parents and current setting to be completed

Member of staff visited child in current setting / at home

Child visited setting for a morning or afternoon before starting full time

Class teacher met with parents, talk through forms and IHCP, if necessary

Transition plan completed if necessary

Transition book provided

Summary of child's needs, strengths, medical needs and any dietary needs written with a photograph and distributed to staff

Parents contacted by telephone after two weeks. Follow up meeting if necessary

Prompt / recording sheet for phone calls to new parents

Name of child:

Name of parent/carer:

Phone call made by:

1. Introduce yourself
2. Ask parents how they are
3. Check they still want the place in September
4. Check we have the correct address and email address for the parent
5. Ask parent how they would prefer to be contacted – explain we have a questionnaire to complete would they prefer this to be emailed and then email it back to us, posted or someone to call them and go through the questions?
6. Inform parents we are looking at transition arrangements and how this is going to work this year, you will get more information when this has been organised
7. Inform parent they will be getting an information sent to them about the school and some photos for their child to look at. Advise them to look at the virtual tour and information on the school website
8. Inform them the class teacher will be in touch soon and will also provide a transition book of photos
9. Is there anything they would like to ask? Or tell me?



Appendix 2

New pupil to Woolgrove handover information – September start

Child's name:		Year group:	
Name of person completing the form:		Has the child been officially deferred?	
Job title:		Contact details of person completing the form:	
Does your school use CPoms to record safeguarding concerns?			

Medical needs including allergies, illnesses, sleeping issues etc	If the child has an individual health care plan (IHCP) please send this to us along with this questionnaire.	
Any medication taken in school or at home if known		
Needs of child – diagnosis		
What level of support has the child received e.g. 1:1 full time/mornings		
Attendance – has the child attended full time/part time? What was their attendance percentage from September to present date?		
Family set up including pets		
Occupation of parents		
Where does child live? – house, flat, etc		
Eating – likes and dislikes	Likes	Dislikes
Likes and dislikes – interests	Likes	Dislikes

Places they like / dislike in school	Likes	Dislikes
Strengths and talents		
Are there any behaviour or sensory issues? Please let us know any triggers		
How does the child communicate e.g. signing, non verbally, gestures, symbols, verbally?		
How much can the child understand when spoken to e.g. single words, simple instructions?		
Are any other languages spoken at home		
How does the child manage toileting?		
How does the child manage self help, e.g. dressing, undressing, eating?		
Is the child FSM? CLA? Pupil Premium?		
Have there been any significant changes in the child's life e.g. divorce, illness, bereavement, house moves, school moves?		
Are there any safeguarding concerns?		
Any other information		



Information from observation and discussion at child's current setting

Name of child:

Name of setting:

Name/s of staff at setting:

<p>What does the child like doing?</p>	<p>What are the child's strengths?</p>
<p>What does the child find difficult?</p>	<p>Behaviour</p>
<p>Medical information including allergies, toileting and dietary issues</p>	<p>Any other relevant information</p>



New Pupil to Woolgrove - Transition Questions

Name of child:	
Name of person completing the form and relationship to the child:	
What playgroups/pre-schools/schools has your child been to?	
Has your child attended full time/part time?	
What does your child like to do?	
What are your child's favourite toys, games, books, topics?	
What does your child dislike? Or find difficult? (sensory issues)	
What is your child good at?	
Who is in the family? Have they got any brothers, sisters, step family? How old are they?	
Are there any other important people that may talk about at school? Have they got any nicknames they might use?	

What food do they like/dislike?	Likes		Dislikes	
Have you got any pets? What are their names?				
What languages do you speak at home?				
How does your child communicate? Verbally, symbols, gestures etc				
How will we know if your child is ill?				
How will we know if your child is upset?				
What would help if your child is upset or ill?				
Does your child need help with.....	Speech	Toileting	Vision	Hearing
	Walking	Behaviour	Other – please give details	
Details about above if necessary				
Does your child have	Allergies	Asthma	Epilepsy	Dietary requirements
Please give details of Dietary requirements and complete Individual Health Care Plan (IHCP) for allergies, asthma, epilepsy and any other medical needs				
Does your child take any medicines regularly?	Only list things not detailed on the IHCP			
Is there any other important medical information that we need to know?				
Is there anything else you think we should know or want to talk about?				

Can you drive?	
What are parents/carers' occupations?	
Do you live in a house/flat etc? Does your child have access to a garden?	
For Reception aged children: Would you like your child to come to school part time for the first week or start full time straight away?	

Is there anything else you would like to tell us or think we should know? Are there any specific queries you have? A member of staff will contact you to talk about anything you would like to ask or talk about.

Personalised Transition Plan



Child's name:

Child's needs	What do I need to find out?	Action plan
What can we do to support the child?	What extra skills will we need?	Action plan
Difficulties the child may have with transition?	How can we support the child/parent to move to Woolgrove?	Action plan



Name of child:

How has your child settled at school?
Have you got any concerns?
Have you noticed any changes since they have been coming to Woolgrove?
Is there anything else we can do to keep you informed about how your child is doing or to meet his/her needs?
Is there anything else you think we should know about or you would like to tell me?
Would you like a member of the class team or Family Support Worker to call you? (Please provide times when you would be available to talk)
Follow up action to be completed by class teacher

Transition Plan for children moving from Woolgrove



Name:

Needs:

Issues to take into consideration:

Action	Who?	When by?
Arrange for new setting to email transition book or timetable and photographs of class teacher, support staff, classroom, dining room, school etc to		
Arrange a meeting with the new school with class teachers,		
Arrange dates for to visit setting with TA if possible or		
Outreach to arrange/provide support for the first three weeks, mornings only or (if school is out of county) email/telephone or in school support for the next term		
..... to be provided with a goodbye book which includes a section on their transition		
..... to be given an opportunity to say goodbye to their peers and staff at Woolgrove		
..... reports and work to be passed onto new setting		

Guidance for parents/carers considering mainstream secondary provision

Ideally allow lots of time to visit plenty of schools, not just the one nearest to where you live. Remember that children with Education Health Care Plans appear further up the list of admissions criteria so you will have more choice than most. Full details of specific admissions criteria will be available on the schools' websites and direct from the schools themselves. Look at the SEND Information Report on the website – every school has to publish one.

It is important to visit the schools in person and talk to staff to get an idea of whether they will be able to meet your child's needs effectively and if it is the right school for your child. When you arrange the visit explain your situation and that your child is currently at Woolgrove Special School. Make an appointment to meet the Special Needs Coordinator (SENCo) or Inclusion Coordinator (INCo) to discuss your child in more detail. On your visit take along a copy of your child's EHCP and any other relevant paperwork or information to share with the SENCo/INCo. These are the sort of questions you may wish to ask staff on your visit:

- Have you any other pupils with similar needs to my child? How many children with EHCPs do you currently have in the school? Have any of your pupils come from special primary schools?
- Have your staff got experience in or had training on ... autism, visual impairment, etc? (or anything else that would be relevant to your child).
- What sort of support would my child receive if they were to come here?
- Would they get 1:1 support from a teaching assistant? If yes, how many hours a week?
- What are the year group/class sizes?
- How would my child be supported to enable him/her to get round the school and arrive in different rooms at the right time for lessons?
- Do you have any lunch-time or after school clubs that my child would be able to attend?
- Would the homework be adapted and differentiated to the correct level for my child?
- What support do you offer for parents/carers of children with SEND?
- How would you liaise with me about my child e.g. their learning and social aspects? Would there be a key person with whom I could have regular updates should I require it?

Use your visits as an opportunity to get a feel for whether the school is the right choice for your child. If in doubt, request another visit. Any more queries please feel free to contact the staff or head teacher at the mainstream school(s) or Lisa Hall, head teacher at Woolgrove.