

	<p style="text-align: center;">Corpus Christi Catholic Primary School</p> <p style="text-align: center;">End of Year Internal Transition Policy</p>
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*Joyfully, unique in Jesus' family, we learn to use our special gifts
to love, serve and make the world a better place.*

End of Year Internal Transition Policy			
Approval	Board of Governors	Chair	Anna Murphy-Sullivan
Headteacher	Simon Lennon	Signature	<i>Simon Lennon</i>
Date of last review	May 2018	Date of review	May 2021
Date of next review	May 2024	Maintenance	SIPS Committee

There is a time for everything and a season for every activity in the heavens. Ecclesiastes 3:1

Aims and Purpose

The aim of this policy is to ensure that during the transition from one year to the next, every child at Corpus Christi school is given fair consideration in terms of academic ability, social and developmental needs.

It also aims to ensure that an agreed process is explained clearly and undertaken by any member of staff involved in the process of the children's transition.

For parents and staff, this policy lays out clearly the process involved in class transition at the school to reassure them that their child's needs have been considered for the following year.

The various factors involved in the transition process have been considered in line with the aims and ethos of the school, reflecting the teachings of the Catholic Church.

Class Teachers will:

- Equally share out the children in ability levels to each class, based on the class teacher's knowledge of each child's ability and to reflect the current assessed ability of the children.
- Discuss with the children the joys and drawbacks of being taught in classes with a lot of children. They will ensure the children understand that in learning time friendships are not important factors in the classroom but learning to work with different people is. That learning to have differences of opinion and overcome them, with children who are not their close friends, are attitudes and skills they will need to use in their everyday lives. They will also help children understand that teachers are all different and unique and may not be the type of person that the child thinks will help them and that all teachers will help and engage the children in different ways.
- With this in mind the children will be given the opportunity to select three friends that they would like to be in a class with. The class teachers will take the children's preferences and consider these along with all relevant factors in their allocation of the children for the following year.

Parents

- Parents may have concerns about their child's new class, based on their knowledge of their child's previous experience in school. All parents are entitled to raise these concerns as considerations for the school when allocating children to their new classes. If parents have concerns they should arrange a meeting with a member of the Senior Leadership Team (SLT) to discuss their concerns (see appendix 1) before the end of the Spring Term. Concerns raised by parents and addressed when the planning for new classes commences. The parents' concerns will be considered for that academic year only and will need to be addressed again in subsequent years should parents feel it is necessary.

The **Senior Leadership Team** will:

- Meet with any parent who wishes to discuss the needs of their child, with respect to their child's placement the following year.
- Prior to the meeting - the SLT will gather academic records, attendance data, feedback from the class teacher and any records of behavioural incidents where the child has suffered or been a victim in an incident with another child. (See also our school policies for Behaviour and Anti-Bullying)
- During the meeting - the SLT will consider the concerns raised by the parents, in light of the evidence they have gathered.
- The SLT will convene privately to:
 - agree with their views on the mental health well-being of the child.
 - decide if any changes are necessary whilst considering the welfare of the new class teacher amongst factors involving the child.

