



Procedure for pupils moving to another phase or school.

We aim to make times of transition as easy as possible for the pupils at Wilden.

Before our pupils enter our Nursery or Reception class the teachers:

- Meet with the child and their parents to talk about their needs and answer any questions about our school.
- Meet with staff at the child's previous school or setting.
- Read reports from people who have worked with the child or young person.
- Arrange visits to our school so the child or young person gets to see it before they start properly.
- Arrange transition over a period of days so the pupil feels supported and secure in their new setting.

When moving to a new year group we:

- Give the child more opportunities to visit their new classroom and meet their new teacher.
- Talk to the child or young person and their family so we can answer any questions they may have about the new year group.
- Discuss the pupil's needs with the new teacher and TA.
- Information will be passed on to the new class teacher in advance and a meeting will take place between the SENCO and the new teacher.
- All IPMs will be shared with the new teacher.

When moving to a new school we:

- We will contact the school SENCo and ensure he/she knows about any special arrangements or support that need to be made for your child.
- We will make sure that all records about your child are passed on as soon and as securely as possible.
- The Year 6 Teacher, Head teacher and/or SENCo will discuss the specific needs of your child with the SENCo and key specialist support staff of their High school.
- Invite key staff from the new school to visit the child in their current setting.
- Talk to key staff at the new school about things that help the child or young person to learn well and be happy at school.
- Arrange extra visits to the new school with a member of staff from our school if that is what the child or young person wants.
- Talk to the child or young person and their family so we can answer any questions they may have about the new school.