



**POLICIES AND PROCEDURES**

**KS3/KS4 TRANSITION POLICY**

## **Introduction**

The school works closely with partner primary schools, colleges and other agencies and organisations to ensure smooth transition for students at ages 11 and 16. This is achieved through close working relationships and a wide variety of activities that are organised across the partnership. We believe that:

- Students need opportunities to visit NHTS or their prospective post-16 provider before transferring, in order to familiarise themselves with the school, college or training provider.
- Students should meet some key staff from the school or college before their transfer in order to ask questions, and allay fears or anxieties.
- Students should have opportunity to experience activities and events which are organised by NHTS or at post-16 provision events which will help them prepare them for their next educational phase.
- Parents should have opportunity to look around NHTS, ask questions and enjoy the experience of induction opportunities. In addition they are given the opportunity to meet with post-16 providers at school events and invited to college open evenings supported by the Careers service and NHTS Year Team staff.
- Students should be placed in mixed ability tutor groups in Year 7 which include friendship groups.
- The information that is gathered across the North Huddersfield Learning Community (NHLC) should be used to enable a smooth transition for students at age 11 and other independent tools along with IAG officers should be used so that students are well equipped to seek out and select post-16 progression.

## **Transition phase KS2 to KS3**

In order to ensure that close working relationships exist between the schools and that smooth transition does occur, a variety of activity takes place including the following:

### **Joint working and collaboration**

1. Headteachers of all the schools in the NHLC meet each half term to agree dates, arrangements and joint policy on all matters of common interest.
2. The transition co-ordinators in the NHLC meet on a regular basis to co-ordinate the transition programme activities which are developed in consultation with school staff.
3. NHTS Curriculum Area Leaders meet in the summer term to discuss and develop transition proposals for the following year. From this the transition co-ordinator produces a programme of available activities for primary schools to select their preferences.
4. NHTS SEN staff are invited to all review meetings of Year 6 students and attend on invitation any meetings to plan the transition of particularly needy students. In this connection, primary school staff arrange for individual and small group visits of vulnerable students to NHTS to give them the opportunity for a structured visit,

including a tour of the school and the opportunity to meet the SENCO and other key staff.

5. The schools have a clear protocol for the provision of information and data relating to the students at the time of transfer. A high priority is given to ensuring that any CP information is passed on and that all information is handling in the strictest confidence.
6. Visits by the Headteacher, SLT or Year Team staff take place in the summer term, to talk to the Year 6 students about transfer and this provides a rich opportunity for students to ask questions. At the same time, the Year 7 Progress Leader and Pastoral Manager meet with the class teacher to discuss the needs of individual students.
7. Liaison continues after transfer and the Year 7 team contact primary school staff to seek advice or ask questions about issues that have arisen post transfer.
8. NHTS students are trained as ambassadors of learning and use their skills to support activities around transition

### **Curriculum transition projects**

All curriculum areas contribute to a menu of learning activities for KS2 students to engage with NHTS staff and students in a learning environment. Members of NHTS deliver the activities within both NHTS and the primary schools. Projects must be planned with rigour and delivered with our PRIDE agenda IN MIND.

### **Opportunities to Visit**

1. Talented primary school students have the opportunity to attend workshops and events at NHTS.
2. Students who have additional needs are given the opportunity to visit the school supported by specific staff from the primary school and NHTS.
3. In Year 6, students have the opportunity to attend NHTS to take part in an after-school sporting event working in teams that are made up of students from a variety of NHLC primary schools.
4. For Year 5 students, NHTS hosts an annual full-day event that involves a variety of workshops on the theme of health and well-being.
5. In early July, prior to transfer, Year 6 students spend an induction day at the school, which is used to familiarise students with the school buildings, procedures and key personnel and to give students the opportunity to meet their form tutor and their new classmates.
6. Parents are invited to attend an Induction Evening in early July in which they have opportunity to learn about NHTS systems and to ask any questions they may have.
7. Parents and students have the opportunity to visit NHTS for a settling in Evening, which is held in late September or early October.

8. A Year 4 taster day includes all Year 4 students in a half-day activity focusing on building friendships across the NHLC with sessions in PE, ICT, D&T and Art.

### **Transition phase KS4 to KS5**

In order to ensure that close working relationships exist between NHTS and post-16 providers and that students both select and sustain appropriate post-16 provision in order to reduce the number of students who become NEET (Not in Education, Employment or Training), a variety of activity takes place including the following:

#### **Joint working and collaboration**

1. There is a CEIAG policy which promotes equality and impartiality: it is reviewed by the Headteacher and the careers coordinator.
2. The school SENCO, EMA coordinator and Yr11 PL/PM meet and identify those needing supported packages and plan accordingly. SENCO and EMA staff participate in supported visits with individual students and early inductions at colleges for those with additional needs.
3. Year 11 Progress Leader & careers liaise with the learning mentor at all the FE Colleges early in the spring term to identify those who may need additional support for either learning or emotional issues.
4. Careers and PHSCE coordinators work closely to plan transition activities with post-16 staff, especially our Trust partners, Kirklees College in school during the Drop Down Day (DDD) programme.
5. NHTS fully participates in the UCAS system and follows all protocol related to attainment, attendance and additional needs. This provision is shared by all 6<sup>th</sup> form colleges and most training providers. Where training providers have not engaged in the system, the IAG coordinator supports applications. The school has developed a clear protocol for the provision of information and data relating to the students at the time of transfer. A high priority is given to ensuring that any CP information is passed on and that all information is treated in the strictest confidence.
6. A continuum of accurate information and availability is sustained year on year through printed and archived UCAS data which is readily available. If liaison continues after transfer the Year 11 Progress Leader and Careers Coordinator are able to respond effectively.

## Careers transition activities

A close relationship exists between the PSHCE and Careers curriculum so that knowledge, skills and understanding are started in Year 9 PHSCE lessons and then DDD curriculum time in KS4.

In other curriculum areas, learning links are established to enhance wider subject context and potential career progression where post-16 staff deliver the activities. All students are given the opportunity to participate in learning and advisory events at post-16 venues, supported by NHTS staff.

1. UExplore is used by all students in KS3 PSHCE lessons and then shared with parents at Year 9 options' evenings. This programme encourages students to identify their skills match with career choices. It is also a vehicle for parents to engage in careers investigation and choices.
2. Post-16 providers and trainers are invited to Year 9 options evening to advise and support on option choices, career paths and access requirements.
3. As part of the PSHCE/Careers DDD KS4 programme, outside visitors from both education and industry deliver work related careers development sessions in preparation for the world of work. These among others include; preparing for interview, writing personal statements, skills in the work place.
4. Through the DDD program and during tutor time, Year 11 students complete their UCAS forms to make application for post-16 provision. The careers staff and Year 11 Team work with small groups and individuals to ensure appropriate progress and selection. Students with additional needs are supported on a one to one basis to ensure students are clear and supported through the process. Parents are encouraged to share in this process through SEN reviews and other Year 11 events.
5. Curriculum areas including; Art, Health and Social Care, Technology and Performing Arts run learning events at colleges and training providers for students to experience post-16 learning/training provision and their environments.
6. At KS4, all Year 10 students attend taster days at Kirklees College, Huddersfield New College and, where appropriate, Greenhead College. These are all supported by Progress Leaders and Pastoral Managers. Students have the opportunity to participate in their selected programmes of study.
7. In a focused effort to reduce NEET figures, the Progress Leader and all relevant staff raise awareness of other opportunities, including Engineering, Horticulture, etc, through assemblies and these are supported by a member of the Year 11 Team for individuals or smaller groups to attend. It is the policy of the school that every student has access irrespective of group sizes.
8. NHTS promotes the annual Kirklees Post-16 event for colleges and training providers at the John Smith's stadium. Careers and Pastoral staff attend to actively support discussions.

9. The Career Coordinator promotes and attends every post-16 college open evening and are on hand to liaise between students, parents and the college staff.

In all instances parents are informed of opportunities by letter, KKS messaging and at school events. Their views on quality of provision and information are sought for the review process.