

Transition arrangements from Annexe to the receiving placement

Transition from one education setting to the next can be an anxious time for both children and their parents/carers, this is even more challenging for children and their families when they are transitioning from an alternative provision to a mainstream setting or their next provision, whether this be from primary to secondary or primary to primary.

To ensure that this transition is as smooth as possible it is important that all stakeholders work together to develop a robust plan to enable an effective move for all.

The arrangements for transition for the children in the Annexe are listed below, however this isn't an exhaustive plan and may need to be adapted to meet the individual needs of each child and their family.

A range of practices are employed by our provision which help to support children's transitions including:

- Sharing of information between schools- Your child will be discussed at the inclusion panel in the spring term prior to their move to the next provision. If this is a phase move it will be the spring before they move to year 7. The Head of provision will present your child's case and which schools have been requested by parents. In most cases the potential receiving school will be present at this panel.
- Once the school has been agreed, a follow up discussion between the Annexe staff and the receiving school will take place, this allows the Annexe team to share their thoughts and effective practice with the receiving school.
- A meeting will be arranged with the Annexe, receiving school, parents and the child. This allows all parties to ask and answer questions. It will also allow the child and family to make the first links with the receiving school.
- Visits to the provision by prospective teachers. This may be a link person if the child is moving to KS2.
- Arranged visits to the receiving school both with their key person from the Annexe and with their parent/carers.
- For those children moving phases, children and their parents will receive any relevant information, talks at the schools, taster days and other joint social events between schools.
- Once it is agreed that the child is to move to the new school a planned programme of support will be put in place dependant on the individual child and their needs. This may be that the key person from the provision attends the school with the child for the first half term. It may be that the child only needs a check in with the key person from the Annexe on a daily basis. Or it could be as little as a follow up call with the receiving provision on a daily or weekly basis. Whatever is needed will be implemented to ensure that your child's transition is as successful as possible. Throughout this process the Head of provision and the Annexe team will be available to discuss any issues or concerns. This support will be available for the first term following transition.