



BANCHORY-DEVENICK SCHOOL Transitions



*'You're off to great places,
Today is your day.
Your mountain is waiting,
So get on your way!'*

Dr Seuss

Rationale

Transition describes the movement that takes place from one familiar setting (including the home) to another and should be seen as a process rather than a one-off event. Through the provision of a robust and structured transition process, we endeavour to support children/families to join our school in as smooth and seamless a manner as possible. We believe that happy children equal successful learners and we want to create a safe and inclusive ethos where all feel valued and welcome so that they can reach their full potential.

There are three main points of transition for the majority of pupils attending Banchory-Devenick School. These are:

- Transition from various Nursery settings into P1
- Transition from the P1-4 class into the P5-7 class
- Transition from P7 into S1 (usually Portlethen Academy)

Each of these transition periods is unique and comes with its own set of challenges and expectations.

Aims

We want our children to settle into their new schools/classes as quickly as possible so that the quality of learning is maintained, and they continue to make the best progress possible.

In order to do this, we aim to:

1. Ensure that transition times are happy and enjoyable for all.
2. Develop resilience within our children so that they can look forward to periods of change with confidence and a sense of excitement.
3. Support children to develop levels of independence appropriate to age, stage and individual need.
4. Inform and actively engage children and parents/carers in all stages of the transition process so that they feel involved and know what to expect as they prepare to move onto new classes/settings.
5. Encourage all parents to be partners in their child's ongoing education.
6. Assist parents/carers in helping their child prepare for periods of transition, especially if they feel that their child is vulnerable in any way.
7. Ensure that relevant information is shared between settings and discussed appropriately, so that necessary supports can be put in place in a timely manner.

8. Plan stimulating and motivating teaching and learning tasks and activities which build on prior learning and meet the needs of all children.

Transition from Nursery to Primary 1

Once a place at Banchory-Devenick School has been confirmed, a transition schedule is communicated to parents/carers in writing. This includes:

- Dates and times of transition visits
- A PowerPoint giving information about the school and the transition process
- A 'Willow's First Day at School' booklet (Willow is our school mascot)
- An interactive child booklet (which should be completed after the transition visits)
- A Microsoft Form asking for feedback

Transition events/visits include:

1. The P1-P4 teacher contacting the children's Nursery settings to gather information about the incoming pupils. Information is then passed on to the wider school team and followed up as required (May).
2. Parents/carers and children are invited to attend a tour of the school and grounds. As well as looking around, there is the opportunity to meet the teachers. Whilst the adults talk with school staff and ask questions, the children have a chance to explore and play in their class. During the visit, parents/carers are given school documents and consent forms (May).
3. New P1 children are invited to join the P1-4 class for a transition morning. During this time, they will meet their classmates and teachers and will join in some play-based activities. At breaktime, they will be introduced to their P7 buddies and will experience the playground. Parents/carers are invited to stay for a coffee and a chat for the first part of the morning, and this is often a time when numbers are exchanged and informal Summer playdates set up. A member of the Parent Council is also on hand to give out information about the school from a parent's perspective (June).
4. A 'Meet and Greet' is scheduled in Term 4. This is a chance for the whole school community to mix and mingle. New families will be invited to attend this informal event (June).
5. It is Aberdeenshire Council's policy for Primary 1 children to phase in at the start of the new school year. During the first two weeks of term, they will attend for mornings only. During the second week, they will be invited to stay for a school lunch with a parent/carer. This is usually on the Thursday or Friday of the second week, and further details are sent out at the start of the Autumn term. Full time education commences at the start of Week 3 (August).
6. During P1, children continue to work at Early Level Curriculum for Excellence. This is a two-year programme of work which is introduced at Nursery. At the end of P1, children will be supported to complete SNSA (Scottish National Standardised Assessments) to gauge progress before starting on the First Level curriculum which is targeted for children in P2-4.
7. We recognise that starting 'big' school can be daunting for little ones, and so all P1 children are paired up with a P7 buddy for the first term. The older buddy is there to support the younger child settle into school, make friends and learn new structures/routines. The buddy system is always flexible and can be adjusted/extended to meet the needs of individual children as required.
8. Formal Parent Meetings are set up at the end of the first term. These give teachers and parents/carers quality time to discuss how the children have settled into school. Prior to

this, parents/carers are encouraged to get in touch with the school should they have any concerns, queries or issues that require addressing (October).

Transition from Primary 4 to Primary 5

Despite being a small school where everyone knows everyone, transitioning from the 'little' class to the 'big' class can still be daunting for some children. Being in the same class with the same staff can lead to familiarity, and we need to be aware that children moving up can feel apprehension along with excitement. It is therefore important that we provide transition opportunities between the two classes in advance of the Autumn term.

P5 is the start of the Second Level Curriculum for Excellence. Individual progress is tracked and monitored throughout P2-4 and pupils sit SNSA assessments at the end of P4. Class teachers and Senior Management analyse and discuss the results of these assessment before agreeing end of stage levels. These levels are passed on to the next teacher(s) along with pastoral notes and any other relevant information. This data provides invaluable information and informs targets and learning goals for the children going forwards.

During Term 4, pupils in P4-7 participate in a Paired Reading project. During this, the younger children read to the older children. This allows the P4s regular time in the P5-7 class working alongside their future teachers and classmates.

Formal transition events are scheduled in June. When the P7s visit the Academy, the P4s join the P5-7 class and participate in a range of educational activities. During this time, class information is shared, and pupils have the opportunity to ask questions and offer their thoughts and ideas.

Children Joining/Leaving the School

Aberdeen is known for its oil industry and over the years, there has been a certain fluidity in the school role. Changing location can be a demanding experience for all concerned, and at Banchory-Devenick, we strive to make the process as stress free as possible. Information about our school is available on our website, in our handbook and on our Twitter page.

We offer the following for pupils arriving at our school:

1. Individual tours for all incoming families.
2. Induction sessions for new pupils to allow them to become familiar with their new class and surroundings before starting.
3. New children are assessed quickly by class teachers so that appropriate interventions /support can be planned for accordingly.
4. A 'buddy' is identified to help new children settle in and make friends.
5. Records from previous schools are made available to staff, and contact is made between establishments as appropriate. Information from confidential records is shared on a needs-to-know basis.

We offer the following for children leaving our school:

1. Pupil Progress Records are passed onto the child's new school in a timely manner. These include copies of annual school reports, results of SNSA and other assessments, and details of any external agencies who have worked with the child.

2. Any confidential/sensitive documents are placed in a sealed envelope and marked for the attention of the Headteacher.
3. We are available to speak with staff at the child's new school should they require any further information.
4. Children are given their Pupil Assessment Folios. They are encouraged to share these with their teachers when they start their new school.

Transition from Primary 7 to Secondary 1

The majority of pupils from Banchory-Devenick transfer to Portlethen Academy at the end of P7. A structured transition programme is set out and organised by the Academy and includes the following:

1. HT/DHT visit the P7 pupils in their primary school settings (November).
2. Individual pupil information is sent to the DHT in charge of transitions. This is currently Jennifer Law. This includes information about the children's academic progress and their interests and achievements, as well as details of any needs they may have and supports we already have in place. Children who may require additional transition visits are identified and referred during this time period. (November-May).
3. Information sharing meetings are set up between S1 guidance teachers and P7 class teachers (February).
4. The Academy send out an information letter to parents/carers detailing the transition process (February).
5. Parents/carers are invited to attend a transition meeting (March).
6. Guidance teachers and former pupils visit the P7s in their primary school settings (April).
7. Start of extended transition groups for identified pupils (April).
8. Pupil Progress Records including final school reports and SNSA profiles are sent from the primary to the Academy (June).
9. Pupils attend the Academy for three Link Days. During this time, they will follow a timetable, meet their new classmates/teachers and participate in team building games (June).
10. Start of S1. A 'buddying' system will be in place to help the new intake settle in and find their way around (August).
11. More information is available to parents/carers/pupils on the Academy website.

Information for children not transitioning to Portlethen Academy is shared in a similar manner between the primary school and relevant Academy, however it should be noted that timelines may differ.

In addition to the events organised by the Academy, P7 pupils at Banchory-Devenick will also have the opportunity to participate in a variety of events promoting independence, team building, resilience and safety. These include: Ab Safe (February), a camping and residential trip (Summer terms of P6 and P7). To celebrate their time at Banchory-Devenick, the school will host a Leaver's Assembly which will feature P7 stories, photos and memories, and parents/carers will be invited to attend (last day of the Term 4).

Equality, Diversity and Inclusion

At Banchory-Devenick School, measures are taken to ensure that pupils with learning or access difficulties experience a similar ease of transfer as other pupils. We aim to ensure that no member of school community experiences less favourable treatment or discrimination because

of their age, any disability they may have, their ethnicity, colour or national origin, their gender, their religion or their beliefs. We value the diversity of individuals within our school and believe that all our children (and families) matter. We aim to give our children every opportunity to achieve their best.



October 2022

Appendices

- P1 Transition Letter to Parents
- P1 Induction PowerPoint
- P1 'Willow's First Day at School' booklet
- P1 Transition Booklet
- P7 Transition Timeline
- P7 Pupil List
- P7 Pupil Profile Guidance Notes
- P7 Pupil Profile Form
- P7 Extended Transition Referral Form

