

Non-statutory

FURZEDOWN

Primary/Secondary Liaison POLICY

Written: Autumn 2017
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Next Review : Autumn 2019

AIMS

- To facilitate the smooth induction and transition from one education establishment to another.
- To further good relationships with receiving schools.

IMPLEMENTATION

- Primary/Secondary liaison meetings.
- Children's files sent to new school.
- Formal and informal meetings – Yearly meeting with Year 7 head - child conferences.
- Year 6 class visits to secondary school.
- Follow up visits by staff to secondary school in Autumn term to see children and work.
- Children compile portfolio of work to be used during the Autumn term – Year 7.
- Year 6 taught by secondary staff.
- References written for children as requested including attainment, progress, attitude, talents, SEN, EAL, medical needs.
- Parent meetings explaining process.
- Support for parents to complete transfer forms.
- Year 5 to maths challenge in Burntwood.

MONITORING AND ASSESSMENT

- Log visits, arrange visits
- Liaison with link person
- Breakdown of secondary schools attended

PERFORMANCE

- Maintain contacts and good working relationships with receiving secondary schools
- Teachers attend open evenings/afternoon for Year 7 pupils