Pupil Transition

(Reviewer: SMT, August 2021)

At Hurst we recognise the importance of an effective and smooth transition between each stage for pupils already attending Hurst and those joining the school, to aid learning in accordance with its Teaching and Learning Policy and to effectively support our pupils. This policy should be read in conjunction with the school's Equal Opportunities, Admissions and Assessment policies.

1. Into Reception Class (into Year R)

In the January before joining children are invited into school for an Assessment Session in the Reception classroom in small groups. After places are offered and accepted, home visits are offered to all parents in the Summer Term. Children are invited in for a play session in the Summer Term and an induction day takes place at the beginning of the Academic Year. Staggered starts to the day take place for the first week of Reception to allow for a smooth transition.

2. From EYFS to Key Stage 1 (Reception to Year 1)

Time is spent during the INSET days to handover information verbally between the Class Teachers. This includes the EYFS Profile information. All pupils in Reception and Year 1 visit their new classrooms and class teachers during the 'Move Up' morning in the Summer Term.

3. From Pre-Prep into Prep School (Year 2 into Year 3)

Pupils spend the day with Year 3 teachers and have the opportunity to familiarise themselves with the classrooms and the Prep School environment. There is a 'Taster Day' in the Lent Term for Year 2s who will move into Year 3. In the Summer Term there is a 'Move Up' morning when Year 2 pupils also spend time in the Prep School with the Year 3 teachers. This includes external pupils who will also be joining the school.

In addition, throughout the year the Year 3 teachers liaise closely with the Pre-Prep staff in consultation with the respective Heads of Year to discuss the academic and personal development of the pupils. If there are any areas of concern about the pupil's suitability for the Prep School this will be communicated to parents as part of an on-going dialogue.

4. Within Key Stage 2 (Years 3-6)

Year 3 pupils have a 'Move Up' morning in the Summer Term when they have the opportunity to meet the Year 4 teachers and spend time in their future classrooms. During the Summer term INSET form teachers within Key Stage 2 liaise closely with each other under the guidance of the Head of Year to discuss individual pupils' academic and personal development.

At the start of each new academic year the first two days are dedicated to inducting the pupils into their new year groups. This includes a variety of team building activities and opportunities to fully immerse themselves into their new form.

5. From Key Stage 2 to Key Stage 3 (Year 6 to Year 7)

There a large number of new joiners at the start of KS3 from a wide variety of different settings. There are a number of events to help familiarise them with the school as well as integrate them with pupils moving up into Year 7.

Before deciding to join the College pupils are encouraged to have 'Taster Days' at the Prep school where they experience life as a Hurst pupil. At the Year 7 assessment day they have the opportunity to spend time with members of current Year 6. In the summer term there is a bonding afternoon which involves all current Year 6 pupils and all those who will be joining in Year 7. The Induction Programme at the start of Year 7 includes a team building programme and familiarisation exercises. There is a 'Meet the Tutor' evening at the end of the second week of term for the benefit of parents.

At the end of Year 7 the tutors and HoY for Year 7 and 8 meet to discuss individual pupils in each form group to ensure that the new tutor is made aware of all necessary information.

6. Into Hurst Senior School (Year 8 to Year 9 (Shell))

For pupils in Hurst Prep School the process begins in September of Year 6 with the 11+ event. The pupils and families are invited to tour the Senior School and are shown around a typical day and boarding house. Throughout Year 8, pupils meet various Senior School members of staff through teaching, assemblies and sport / activity sessions. Various aspects of Year 8, such as Rewards and Sanctions, follow the same format as the Senior School to help aid transition.

All potential new pupils from other schools are invited to visit Hurst, have a personal tour and the opportunity to meet with the Head. In Year 6 all candidates will be asked to take the online ISEB Common Pre-Tests. Pupils will then be provisionally offered a place and at this stage discussions will begin between the feeder school and Hurst Senior School regarding any pastoral issues or extra support needed. Pupils who have been offered a place and currently receive Learning Support will be contacted by Hurst's Learning Support department so that plans can be made to have support in place before a pupil joins.

Subject option forms are sent out at the end of Year 8 Michaelmas Term to be returned to the Senior School by the beginning of January. Where appropriate, the Deputy Head Academic will liaise with the Head of Year 8 in Hurst Prep School or the relevant school to help in this matter.

The process of House allocation is finalised during the Easter term. The DSL, Deputy Head (Pastoral), Head of Year 9 (Shell), Head of Admissions and other key staff discuss all pupils joining Year 9 (Shell) and are aided by the Head of Year 8 and the Head of Hurst Prep for internal candidates. In addition the Head of Learning Support in Hurst Prep School, and equivalents in other schools, are involved to share relevant information about pupils who require Learning Support.

At the end of the Lent Term Year 8s attend the Sesame Induction Day in the Senior School where they spend two days familiarising themselves with the Senior School, meeting key staff members, other pupils in their house and their year group. All Housemasters/mistresses and the Head of Year 9 read information from the Journal and other relevant documents regarding the pupils.

All prospective Year 9 (Shell) pupils are sent an Induction Pack with details regarding the term ahead and other key information. All pupils spend the first two and half days taking part in a specially designed Induction Programme that prepares them for life at Hurst Senior School and helps them to

settle in effectively. Various house events, whole year assemblies and the Year 9 (Shell) Activity Day are designed to promote settling in during the first term.

7. Into Year 10 (Remove) or 11 (Fifth)

All potential new pupils from other schools are invited to visit Hurst, have a personal tour and the opportunity to meet with the Head of College. New pupils into Year 10 (Remove) will take part in half a day of Induction specifically for new joiners, allowing them to meet key staff, pupils and familiarise themselves with the school. All pupils in Year 10 (Remove) or 11 (Fifth) take part in the two day Induction Programme developed to introduce them to the year at Hurst.

8. From Year 11 (Fifth) to Hurst Sixth Form (Year 11 to Year 12)

All potential new pupils from other schools are invited to visit Hurst, have a personal tour and the opportunity to meet with the Head. All pupils are invited to the Sixth Form Choices Morning in January of Year 11 (Fifth) where they have the opportunity to hear presentations from a variety of Sixth Form subjects and also speak to other key staff, and to pupils, regarding all elements of Sixth Form life. A social evening in June provides an opportunity for all pupils new to the school, and their parents, to meet HOMs, other key staff and existing pupils. New pupils from external schools will also take part in half a day of Induction specifically for new joiners. They will then join the rest of their year group taking part in the Year 12 (LVI) Induction Programme. All Housemasters/mistresses and tutors will handover relevant information to new tutors and will read all relevant information from other schools regarding new joiners.

9. Aims:

- To promote the continuity of education
- To enable parents/families to be informed partners in the transition process
- To prepare all pupils for their transition into the next phase of their education.
- To provide, promote and support cross-phase co-operation
- To ensure proper availability and use of pupil transfer documents
- To identify and provide for pupils who require extra support.

10. Objectives:

- To make clear the school procedures for transition at all stages of transfer within and into the College.
- To provide relevant information in transition meetings and use it to make informed decisions.
- To give children the opportunity to be involved in as positive a transition procedure as possible.