





***St Martin’s School Approved by Governors – March 2023***

***Review Date – March 2026***

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| Responsibility: | B Griffiths/ L Jolliffe |
| Review: | September 2024 |

Under the **2022 Transition Regulations** transition plans must cover the following matters:

* proposals generally for managing and co-ordinating the transition of learners from the partner primary schools to the secondary school
* proposals generally for how continuity of learning will be achieved through curriculum design and planning for learning and teaching for learners in Year 6 transitioning to Year 7
* proposals for how each individual learner’s progression will be supported as they transition from primary school to secondary school
* proposals for how the learning needs and the well-being of each individual learner will be supported as they transition from primary school to secondary school
* proposals for reviewing and monitoring the impact of the transition plan in respect of how it has helped:
  + achieve continuity of learning
  + support individual learner progression

**St Martin’s School and Partner Primary Schools**

This transition plan represents a joint agreement between the following schools. The action plan has been formulated, consulted and agreed by the governing bodies of all our partner schools as:

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| **School** | **Headteacher** |
| St Martin’s School | Lee Jarvis |
| The Twyn School | Lee Thomas |
| Cwrt Rawlin | Tara Lloyd |
| Plasyfelin School | Mark Jones |
| St James Primary School | Nikki Dargie |
| Rhydri Primary School | Richard Cook |

**Review**

The plan will be under constant review but will be formally evaluated annually by the cluster Headteachers. As with the production of this plan, we will continue to seek the views of parents or carers, pupils, staff and governors to support our evaluation.

Review of the plan will involve:

* Monitoring progress made against key improvement areas identified in the plan
* How best to ensure regular opportunities to involve staff, parents / carers and pupils in feedback and planning

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| 1. Proposals generally for managing and co-ordinating the transition of learners from the feeder primary schools to the secondary school | | | | |
| Activities | Success criteria | When | Cost/lead staff | Method of  evaluation |
| * Termly Cluster Headteacher meetings * Collaboration meetings and visits across schools to include Literacy, Numeracy, DCF, New curriculum * Open Evening including tour and taster sessions * Assemblies in Primary Schools with Head of Learning and Transition Lead. * Parental meeting to support with all aspects of transition e.g efsm applications, uniform grants, musical instrument lessons * Sports Days held at St Martins | Continue to share practice, plan for  effective transition.  Develop understanding of different provisions  Learners and their families are more familiar with school site.  Learners will be able to meet key staff and ask questions | Termly  Termly  Autumn term | Cost: N/A  Lead staff: LJO/BG | Meetings/  Minutes |
| * Year 6 transition days * Visits to watch school production * Cluster sports activities * Cluster Christmas Concert * Primary sports days at St Martin’s | Transition opportunities to ensure that pupils develop confidence in learning environment through transition  Transition opportunities aligned to CFW | Summer term  Spring / Summer  Autumn  Summer | Cost:  Transition days –  Buses and equipment paid by  cluster  Lead staff: BG | Pupil  questionnaires Staff feedback |
| * Offer enhanced transition for vulnerable learners eg. Nurture visits, additional tours. * Individual and small group visits | Enhanced support to ensure vulnerable learners become  familiar with St Martin’s  Reduction in the anxiety felt about about transition | TT as  per  calendar | Lead staff: LJO/BG | Pupil and  parent  transition  questionnaires  Feedback from Primary staff and pupils, parents |
| * Parent/guardian coffee mornings * Additional visits including Art workshops for vulnerable learners * Liaison with Year 6 teachers/ parent or guardian as needed to support transition queries | Parents/ guardians  satisfaction in understanding transition process | Dates  as per  calendar | Lead staff: LJo | Pupil and  parent  transition  Questionnaires Feedback  from Primary staff and pupils, parents |

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| 2. Proposals generally for how continuity of learning will be achieved through curriculum design and planning for learning and teaching for learners in Year 6 transitioning to Year 7 | | | | |
| Activities | Success criteria | When | Cost/lead staff | Method of  evaluation |
| * Continuing to develop a cluster approach to the Curriculum for Wales via:   + Cluster HT meetings   + Collaboration meetings and visits across   + schools   + Joint inset – Sept 2023   + Engagement of pupil voice groups in planning and reviewing curriculum eg cluster council, triad working with governors and Parent Forum, AOLE focus groups and Primary link schools | Agreement  about  development  focus areas from cluster meetings  Develop  competency in schools against framework  Shared  understanding and coherence in pedagogical approaches  Pupil input to  planning and  monitoring of  curriculum | Ongoing | LJO and  Primary  HTs | Individual  school  consideration of progress  Towards the new curriculum.  Progress  against timeline.  First teaching for all year  groups from primary to  year 7 begins September  2022  Council  minutes; pupil voice forum  minutes; triad notes; AOLE focus group  Outcomes |

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| 3. Proposals for how each individual learner’s progression will be supported as they transition from primary school to secondary school | | | | |
| Activities | Success criteria | When | Cost/lead staff | Method of  evaluation |
| * Transfer of the following data sets (CTF File)   + NNT   + NRT   + Reading Age * Progression Step for all AoLEs. | Document - AoLE Portfolio of Learner work at Progression Steps 2 and 3.  Document - Moderation Record  Accurate Data | June  2023 | Faculty Leads/  Pri Deputy Heads  Transition Lead/ Year 6 Teachers | Standards Lead to QA Moderation Record.  Analyse data sets on entry - cross school against moderation |
| * Visits * Review of pupil work Learner voice * Progression data | Visits and pupil voice  Reflect joint pedagogical approaches  Progression of Year 7 cohort monitored  accurately  Curriculum planning  reviewed  Schemes of work evaluated | July  2023 | AOLE  leads | Meetings to  discuss data |

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| 4. Proposals for how the learning needs and the well-being of each individual learner will be supported as they transition from primary school to secondary school | | | | |
| Activities | Success criteria | When | Cost/lead staff | Method of  evaluation |
| * Tracking of literacy and numeracy | Transition progress  monitored | June  2023 | CD, FH, CM | Data comparison and intervention  impact |
| * Monitoring of   progression data | Progression data fit for purpose  across subjects | June  2023 | ML / BG | Meetings to review data / pupils |
| * Conversations with teachers in transition visits/ soft data shared * Medical information shared | Wider pupil needs communicated  With St Martin’s School so that transition can be well supported, and learning  can be sustained | June  2023 | BG | Soft Data collection |
| * Sharing good   practice and  developing a  common  approach in the roll out of the new ALN code of  practice   * St Martin’s host termly ALNCO cluster meeting | Compliance with ALN code of  practice  New paperwork is in place for  the relevant ALN status based on the deadlines  from the  consortium.  Consistency  across the  cluster related to the ALN register and ensuring the criteria is adhered to.  Regular discussion in  cluster meetings to ensure we are compliant with the ALN code | July 23 | LJo | Interim targets set by LA and ALN  meetings |

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| * Further enhance Cluster More Able Talented support | MAT sessions on Literacy and Numeracy to be offered to learners identified by Primary School    Support of MAT pupils | July  2023 | RJ, FH, CD | Learner questionnaires  Primary feedback  Learner outcomes |
| * Cluster LAC PDG bid | Securing  funding  Support of CLA learners | April  2023 | LJO | ∙ LAC PDG audit |
| * Year 7 settling in evening for parents | Parents have opportunity to meet relevant staff after Y7 induction  Parents have opportunity to  ask further  questions following short transitions  period | Autumn term | BG form tutors | Parent Forum Feedback  Year 7 parent feedback  Parental attendance sheet to include tracking of vulnerable learners |
| * Use of data, TIS, emotional as well as staff * referrals to review and address pupil emotional health needs | Pupils with  emotional health needs identified early and  interventions  have impact. | July  2024 | Lead  staff: LJo, BG    additional wellbeing support  staff  allocated in  structure to meet  Demand | Review of intervention  impact data  Pupil progress - assessment data, report, attendance, review of referrals, positive points etc |
| * Monitoring of FSM transition | FSM pupils are well supported with wellbeing and learning | July  2024 | LWe & MC | Pupil progress ∙ Attendance  Pupil voice  Lesson visits, book checks |

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| 5. Proposals for reviewing and monitoring the impact of the transition plan in respect of how it has helped:   * achieve continuity of learning * support individual learner progression | | | | |
| Activities | Success  criteria | When | Cost/lead staff | Method of evaluation |
| * Learner and   parent/carer questionnaires | Positive data from learner  and parents/carers questionnaires | April  2024 | BG | ∙ Questionnaires |
| * Termly Headteacher   meetings | HTs evaluate transition plan progress  throughout the year | July  2024 | LJO/Cluster HT | ∙ HT cluster meetings |
| * Collaboration   meetings and  visits across  schools | Relevant staff meet  throughout the year to discuss and review  aspects of transition plan | July  2024 | BG  /Cluster HT | ∙ Cluster staff  meetings |
| * Formal evaluation of transition plan | Evaluation  completed by July | July  2024 | BG | ∙ Formal evaluation |