



# **ST CYRES CLUSTER TRANSITION PLAN**

**2021 - 2023**

## **Policy Background – Statement of Purpose**

The Learning Country set out the Assembly Government's commitment to improving continuity and progression in learning for all pupils moving from primary to secondary school. Wales-only provision at Section 198 of the Education Act 2002 provided powers for the National Assembly for Wales to require the governing body of a maintained secondary school and its maintained feeder primary schools, jointly, to draw up a Transition Plan.

The importance of effective and appropriate arrangements for the transfer of pupils from primary to secondary schools as a means of ensuring curriculum continuity and progression in pupils' education is now widely recognised as a crucial factor in school improvement. This transition plan is based on the refined guidance for Curriculum for Wales released in January 2020.

This transition plan represents a joint agreement between the following schools:

St Cyres School  
Cogan Primary School  
Dinas Powys Primary School  
St Andrew's Major CiW Primary school  
Fairfield Primary School  
Llandough Primary School

The transition plan fundamentally relies upon the development of a common educational philosophy in which no one partner is any more or less important than another.

This plan sets out the priorities that the St Cyres Cluster have identified collectively to drive standards forward across the cluster. The plan will focus on achieving the aims of the cluster.

### **OUR AGREED AIMS**

- To promote the continuity of education between primary and secondary settings.
- To raise standards of teaching and learning across the cluster.
- To promote and support cross phase work.
- To prepare Year 6 pupils for the transfer experience and continue support during their next progressions steps in the secondary setting.
- To identify and target specific support at those pupils considered to be vulnerable.
- To ensure proper availability and use of pupil transfer data.
- To ensure parents/carers/families are fully informed of the transfer process.
- To enable effective transfer of pupils between the primary and secondary setting.
- To encourage discussion and cross setting collaboration in the planning of progression steps.
- To realise the full benefits of sharing good practice, expertise and resources.

Curriculum realisation is a challenge for all schools and the whole education system as we continuously drive to instil the four purposes for all the learners in Wales. The transition plan sets out the objectives for effective transition by jointly planning the process of designing the curriculum and preparing to implement it from 2022 onwards across the primary and secondary setting.

As a cluster, we will develop a curriculum that will:

- enable learners to realise the four purposes and equip them for ongoing learning, work and life.
- build high expectations and enable all learners to achieve their full potential.
- offer a broad and balanced education that enables learners to make links between the different areas of learning and experience and apply their learning to new situations and contexts.
- support progression along a continuum of learning by working with other schools to ensure there is alignment in the transitions across a 3 to 16 continuum.
- support learners' health and well-being.
- support learners' development of the knowledge, skills and experiences that are the foundation of being an informed citizen.
- recognise learners' identity, language(s), ability and background and the different support they may need given their particular circumstances.
- reflect the diversity of perspectives, values and identities that shape our locality and Wales and develop understanding of the wider world.
- build in co-construction with learners, their families and the wider community.
- enable learners to make sense of growing up in contemporary Wales and of issues that will be important into the future, including well-being, sustainable development and citizenship.
- enable learners to develop an understanding of their rights and the rights of others.
- provide a clear focus on promoting the wellbeing and resilience of pupils.

A copy of the plan will be forwarded to the Vale of Glamorgan LA as required by Welsh Government's guidance. Copies are also available on request at each of the St Cyres partner schools.




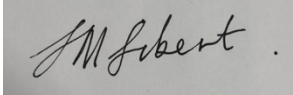





For the purpose of the Transition Plan 2022 – 2023 the personnel involved are:

Transition Co-ordinator & Primary Liaison– **Ms Usha Hirani**, Assistant Headteacher at St Cyres School.

The co-ordinator will support the work of the cluster and lead the development, implementations and evaluation of the actions agreed in the plan.

The nominated members of the working party are – The Primary Headteachers of the named partner schools and the Headteacher and Assistant Headteacher (Transition Co-ordinator) of St Cyres School.

This transition plan is agreed on behalf of the Governing Bodies of our partner schools by the following:

	<b>Signature</b>	<b>Name</b>	<b>Position</b>	<b>School</b>
		Peter Lewis	Headteacher	St Cyres School
		Susan Sibert	Headteacher	Cogan Primary School
	<i>JP Guy</i>	Jon Paul Guy	Headteacher	Dinas Powys Primary School
		Genevieve Hallett	Headteacher	St Andrews Major CiW Primary School
	<i>S. Lewis</i>	Sian Lewis	Headteacher	Fairfield Primary School
	<i>M. Ellis</i>	Mark Ellis	Headteacher	Llandough Primary School

All schools involved will report to their governing bodies on the progress of the plan.

### **TIME FRAME**

The Transition Plan sets out the aims and priorities agreed by partner schools for the period March 2022 to July 2023. This short-term plan will allow for curriculum planning whilst the CfW assessment and reporting guidance is finalised.

The progress made and next steps will be reviewed and agreed annually by partner schools with the first review to be completed by the end of September 2022. As with the production of this plan, we will seek the views of parents, carers and pupils on the transition approaches taken. We will also work in partnership with colleagues in the local education authority.

## **CONTENT**

### **Priority 1 - Managing and co-ordinating transition.**

- (a) Prepare Year 6 pupils for transfer to Year 7.
- (b) Establishing effective pastoral links.
- (c) Communicating the learning needs of individual pupils.
- (d) Ensure parents, carers and families are informed of the transfer process.

### **Priority 2 - Curriculum continuity.**

- (a) Continuity in teaching and learning.
- (b) Planning a curriculum in line with Welsh Government CfW guidelines.

### **Priority 3 - Monitoring and evaluating the plan.**

**Priority 1a: Managing and Coordinating Transition - Prepare Year 6 pupils for transfer to Year 7.**

<b>Strategy and Action</b>	<b>Success Criteria</b>	<b>Staff Involved</b>	<b>Timescale/Deadline</b>	<b>Progress &amp; Review</b>
St Cyres Coordinator to visit primary schools.	UH to discuss transfer process. Invitations to virtual Open Evening (in October) distributed.	UH. Y6 class teachers.	October 2021.	All completed. 01/10/21 – Cogan 04/10/21 – St Andrews & Fairfield 06/10/21 – Dinas Powys 11/10/21 - Llandough
Open Evening for prospective pupils and parents.	Introduction by Headteacher. Application procedure explained together with application forms/access information for electronic applications to be distributed. All departments exhibit pupils' work.	PL, UH, HoFs	14 <sup>th</sup> October 2021 6pm.	Virtual Open Evening took place in line with current WG guidance re. Covid-19. Plan for Open evening in October 2022 is to be a live event.
Individual visits from Y6 pupils (including VL).	Pupils and parents taken on tour of school.	UH	As required from Sept 2021 – July 2022.	April – 16 individual visits have taken place so far.
To hold joint School Council meetings.	Representatives from the school councils of the primary schools to attend Joint School Council meetings at St Cyres.	UH. Primary Headteachers/ school council leads.	Two meetings; Autumn and Spring terms.	Ongoing and very successful. These took place virtually. Wednesday 10 <sup>th</sup> November 2021

				10am Wednesday 9 <sup>th</sup> March 2022 10am
Induction Day for Y6 pupils.	Year 6 pupils become familiar with the school site, meet Learning Coaches. Sample lessons, lunch and breaks.	UH, LC's, HoY 7, teaching staff.	July – 1 full day annually.	Induction day to be held on 29/06/22 as a live event.
Induction Meeting for parents.	Presentations by key personnel and opportunity to meet new Learning Coaches.	PL, UH, HoY 7, LC's.	Evening of Induction Day Annually.	This will take place as a live event from 6-7pm on 29/06/22.
Music Master Class transition event.	Teachers and pupils from St Cyres mentoring primary pupils. Culminating in a joint concert.	St Cyres music teachers and peripatetic music teachers.	Annual event in the summer term.	This will take place as a live event on 04/07/22.

**Priority 1b: Managing and Coordinating Transition - Establishing effective pastoral links.**

Strategy and Action	Success and Criteria	Staff Involvement	Timescale/Deadline	Progress & Review
Primary Transfer Form received from Primary schools.	Relevant information on pupil progress shared. Skills, ALN needs & reading ages.	Y6 teachers	May-June 2022	To be collated during visits to primary schools by UH.
UH visit to feeder Primary schools for information gathering.	Medical and social issues discussed with class 6 teachers. Information to be distributed amongst secondary staff. ALN, MAT, medical needs and social needs of individual pupils is discussed. In addition, information about musical and sporting achievements. Extra-curricular interests and health/social concerns. Year 7 pastoral team are aware of information for allocation of LC groups and to support the health and wellbeing of Year 7 pupils.	Y6 teachers. UH	May-June 2022	Dates booked as follows: 10/05/22 – St Andrews 11/05/22 – Llandough 12/05/22 – Dinas Powys 12/05/22 - Fairfield 13/05/22 - Cogan
Additional transition visits for vulnerable pupils.	Gaining valuable insight to the problems faced by vulnerable pupils – allowing for counselling and intervention	UH ALNCo, HMT and HoY 7.	May 2022 – Jul 2022.	Primary schools to provide the names of pupils and gain consent from parents/carers.



	strategies to be planned and in place on transfer. Pupils becoming familiar with the key areas of the school site and key support staff. Buddy system for VL planned for Sept start.			HMT/UH to organise transition morning and meet with parents.
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**Priority 1c: Managing and Coordinating Transition - Communicating the learning needs of individual pupils.**

Strategy and Action	Success and Criteria	Staff Involvement	Timescale/Deadline	Progress & Review
St Cyres ALNCo to meet with Primary ALNCo's.	Collate information for ALN/VL pupils including social, emotional and behaviour support pupils.	St Cyres ALNCo and Primary ALNCo's.	May - June 2022	
St Cyres ALNCo to attend Annual Reviews of Statemented Pupils in Year 6.	Full needs become apparent and appropriate support put in place ready for Sept 2022. Transfer and amendment of Pupils' IDPs where necessary.	ALNCo's, Class 6 teacher. Vale Representative e.g. IDP cluster lead where appropriate.	May - July 2022.	
Support at new Y7 Parents Induction Evening.	St Cyres ALNCo available for parents and of ALN/VL pupils to discuss support.	St Cyres ALNCo.	29/06/22	
Transfer of one-page profiles for all Y7 pupils.	Transfer of all pertinent information to include the voice of the child.	Year 7 pastoral team.	April – July 2022.	These are being collected with the Pupil profile forms sent out in April 2022.

**Priority 1d: Managing and Coordinating Transition - Ensure parents, carers and families are informed of the transfer process.**

<b>Strategy and Action</b>	<b>Success and Criteria</b>	<b>Staff Involvement</b>	<b>Timescale/Deadline</b>	<b>Progress &amp; Review</b>
Application forms, prospectus and information to parents are issued at the start of the academic year.	All parents and prospective pupils are made to feel welcome from the outset – reflecting the true ethos of St Cyres.	UH, PL, HoFs, pastoral team.	Mar - April 2022	Open evening delivered. School visits conducted. All packs delivered to partner primary schools and remaining packs posted for non-feeder applications.
Tours of the school upon request.	Parents and prospective pupils – encouraged to visit and tour school on actual working day to experience true environment.	UH	Sept - April 2022	Achieved and ongoing.
Induction Evening.	Parents given opportunity to meet new Learning Coaches and discuss any concerns.	PL, UH, LC's, HoY 7.	29/06/22	
Further opportunities for private parent interviews with HoY / ALNCo to discuss their child's particular needs.	All parents are reassured that their child will receive the best guidance and support possible.	HoY 7, ALNCo, UH	As and when necessary.	Achieved and ongoing.

**Priority 2a: Curriculum Continuity – Continuity in teaching and learning**

<b>Strategy and Action</b>	<b>Success and Criteria</b>	<b>Staff Involvement</b>	<b>Timescale/Deadline</b>	<b>Progress &amp; Review</b>
Develop opportunities for the sharing of good practice in the teaching of skills and the adoption of common teaching and learning strategies.	Partner primaries to share good practice and schools to adopt common approaches to teaching skills.	Y6 teachers and department link teachers in St Cyres.	Sept 2021 – Jul 2023	
Joint lesson observation and visits between Y6 and Y7.	Familiarisation of curriculum and teaching methods in Y6 + Y7.	Y6 teachers and department link teachers in St Cyres.	Sept 2021 – Jul 2023	Summer term – “Gained Time” to be used actively to promote subject liaison.
Develop continuity of approaches for the delivery of the Welsh curriculum and promotion of the Welsh language.	Adoption of common approaches to teaching Welsh in both primary and secondary settings. Observed improvements in oracy and literacy.	Year 6 & 7 teachers.	Sept 2021 – Jul 2023	
Embedding the reforms of the ALNET Act.	Adopt a common understanding of ‘Universal provision’ and planning for equitable learning experiences for all pupils.	Year 6 teachers, HoFs.	Sept 2021 – Jul 2023	
Feedback to Primary schools on their pupil’s progress at the end of Year 7.	Y6 teachers able to track pupil progress thus evaluate KS2-KS3 transition process to inform future planning.	HoY 7 to Y6 teachers.	July 2022. July 2023.	

**Priority 2b: Curriculum Continuity - Planning a curriculum in line with Welsh Government CfW guidelines.**

Strategy and Action	Success and Criteria	Staff Involvement	Timescale/Deadline	Progress & Review
Establish Primary Deputy Heads group.	To look at cross phase coordination, joint planning and the implications of new CfW.	Primary Deputy Headteachers, Senior Assistant Headteacher St Cyres and Heads of Faculties and other staff as appropriate.	Sept 2021 – Jul 2023	Group established. Led by DB, Deputy Headteacher – Cogan Primary School. Meeting dates: 23/11/22, 19/05/22
Collaborative cluster working on curriculum development.	Phase 1 - To identify CPD needs and sharing of resources and preliminary planning for CfW. Phase 2 – Planning the implementation of: a. ‘Statements of what matters’ b. ‘Principles of progression’ c. Mapping the ‘Descriptions of learning’ across progression steps 1-3. d. Integration of cross curricular skills (Literacy/Numeracy/Digital competence)	AoLE Leads, SLT in cluster schools.	Sept 2021 – Jul 2023	Phase 1 - 11/01/22 LLC SS – Cogan. 25/01/22 Numeracy/Maths JPG – Dinas Powys. 10/02/22 – Humanities - GH St Andrews. 22/02/22 –Sci & Tech – ME Llandough. 15/03/22 – Expressive Arts - RB St Cyres. 27/03/22 Health & Wellbeing - SL Fairfield. Phase 2 to be planned for Sept 2022.

**Priority 3: Evaluating and Monitoring the Transition Plan**

Strategy and Action	Success and Criteria	Staff Involvement	Timescale/Deadline	Progress & Review
Regular meetings for HTs of all schools named in St Cyres Transition Plan.	Close monitoring and opportunity for amendments where necessary.	Primary Headteachers, Headteacher and Assistant Headteacher St Cyres.	Sept 2021 – Jul 2023	Achieved and ongoing. 22/09/21, 03/11/21, 19/01/22, 16/03/22, 18/05/22, 22/06/22
Parent/Carer & pupil questionnaires with each new cohort.	Parents/Carers & pupils given opportunity to feedback on the elements of the plan.	Senior staff in Primary schools and St Cyres.	Oct 2022. Oct 2023.	