



BE THE BEST YOU CAN BE

## Transition Framework at Edenside

August 2023

At Edenside we recognise the importance of transitions in children's lives. It is important that we support children through these times to help them feel safe, secure and reduce barriers to their learning. We acknowledge that transitions happen daily for children, however this document is a description of what Edenside does to support children as they make a transition into our school, either as a new P1 (August start); a new pupil mid-session; move from class to class within the school and transition as a P7 into High School (usually Kelso High School).

### New P1 (August start)

Enrolments for P1, to start in August, should take place during enrolment week, which is in November of the year prior to the one a child is to start school. (ie Enrol in November 2022 to start in August 2023). Enrolment is through Scottish Borders Council (SBC) website only. If a family is making a placement request because they do not live in the school's catchment, they must do this as part of the online enrolment process. Families will be asked for evidence of their address as well as their child's identity. When an application is made, and the family live in the school catchment, this will give you a place for the child to start in August. If the family is making a placement request they will need to wait for this to be approved by SBC. The family will receive a letter from SBC accepting or declining the placement request made, usually by the end of March. If it is declined a place at the catchment school will be given. An Appeal can be made to SBC if the placement request is declined.

In May, new P1 families will be contacted to outline the transition plans and information about moving into P1. Alongside this letter we send an electronic copy of the school handbook, a guide with suggested playful ideas to support children's learning over the summer and a questionnaire to allow families to share things with the P1 teachers, which includes the offer of a phone call to talk about their child.

In June we have transition visits from Castlegate as well as transitional activity time with ELC4 to introduce and prepare them for the expectations there is in P1. There are planned opportunities to mix with our current P6 pupils who will become their P7 buddies when they start in P1.

In June we have an information evening for families, including a tour of the school, pointing out the important areas / things to know eg drop off and pick up and where the classrooms are in the school.

In June we also have a transition hour when the P1 children will meet their new teacher (where this is possible) in their new classroom.

In June keyworkers in ELC will meet with the P1 classteachers to discuss each child and their needs. They will discuss the transition documents, trackers and chronologies. All chronologies will be passed to the P1 teachers.

### New children starting at Edenside (not P1 August start)

On receipt of an application form for enrolment into Edenside, a member of staff will contact the family. Through discussion an offer will be made for the family to bring their child to visit the school. The Headteacher or Depute will establish if the child(ren) has any support needs, or the family has any concerns that may need supporting in the future. The previous school attended (if any) will be identified and contacted to get any relevant information about the child(ren), including a



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chronology. The Headteacher will decide which class the child(ren) will be placed in. If a child is starting at the beginning of a new school session, we will encourage them to attend the transition hour with their new teacher and class.

### Class to class within Edenside

Class teachers will meet with the relevant classteachers to pass on information about the current children in their class. Classteachers will have completed a spreadsheet to outline the needs of the children, which will be used to form the basis of the discussion about each child. Other relevant information will be discussed including tracking information and any parental concerns raised during discussions through the year, who the child works well with and who they would benefit from being away from.

Information for classteachers about what to hand on to the next teacher, put back at the end of the year and what should be left in the classroom if they move classrooms or leave is shared with staff.

Chronologies in ELC are now electronic, these will be stored on the one drive for P1 classteachers to access and to be continued for each child. Training for class teachers will be in place so they know what should be included and then added to a child's chronology. Children's chronologies will be held securely so access will be limited to relevant staff.

In June, before the new school session, we have a transition hour when the children will meet their new teacher (where this is possible) in their new classroom. This enables children to meet new classmates and their teacher as well as familiarise them with the new classroom.

For children with specific additional needs a transition meeting may occur for the relevant professionals and family to meet together to discuss how the needs of the child will be met as they move into a new class. This may include a time for the new teacher and child to meet together and or time on the INSET days for the child to visit the classroom and teacher just prior to starting the new session.

P6 to P7. We recognise that children moving in to P7 have more leadership opportunities within the school. They look forward to having a buddy, as well as taking the lead across the school. We have a planned and supportive programme in place during June:

- "Welcome to P7" presentation – a presentation from a team of current primary 7s & Mrs Bryce on learning, responsibilities, sporting opportunities, buddies, residential & the final term with the opportunity for P6s to ask questions
- "Being a buddy" training – a talk from Mrs Bryce on the role of buddies & top tips of how to interact with P1 children
- 2 sessions working with our new P1s, playing in the nursery and giving school tours
- Working in P7 classrooms on afternoons that P7 are at the high school – making a learning profile for P7 teachers
- Opportunities for identified children to meet with P7 teacher as part of a small group / 1:1
- P6 Attending P7 graduation & prizegiving
- Assignment of buddies & making a card for buddies – final week



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### P7 to (Kelso) High School

It is expected that Edenside Primary School P7 leavers will attend Kelso High School, unless there are exceptional circumstances. Edenside is part of the Cheviot cluster and will work with Kelso High School guidelines for transition. P7 teachers will complete transition profiles for each child. The P7 teachers will also complete a spreadsheet about the P7 children for the High School.

From March (or earlier where necessary) transitional meetings will be held about specific children with additional support needs with families and professionals from Edenside and Kelso High School.

In May additional visits to the school may be provided for some children with a specific focus.

In June all children will have 3 transition days at Kelso High School. These will help them to build confidence, independence and reduce any anxieties about their transition to Kelso High School.

P7 families will be invited to meet with senior staff at Kelso High School in the lead up to the end of P7. These invites will be sent by email using the group call system.

Where a child is not transferring to Kelso High School, we will work with the receiving High school in line with their transition arrangements to make this as smooth as possible for them.

### Children leaving Edenside to attend another school

When we have been informed that a child is leaving the school to attend another we will find out which school the child will be attending. A member of staff will speak to the relevant person at the receiving school to confirm they are expecting the child to attend there and complete a transfer document summarising where the child is in their learning. The Headteacher or Depute Headteacher will contact the Headteacher of the receiving school to pass on any relevant information about the child(ren). Admin staff will mark the child as a leaver on the appropriate date on SEEMIS. If there is no confirmation of the child starting at the new school, the school will be contacted. We will contact the family to establish where they are and when the child will be starting school. If contact cannot be made with the family or emergency contacts, and or the information we have is concerning, we will take advice and follow the relevant protocols for a child missing from education.