



HARDENHUIISH SCHOOL – PRIMARY TRANSFER PROTOCOL

In order to achieve a smooth transition from the primary phase to the secondary phase of education, Hardenhuish School provides an extensive programme of induction for pupils and parents of feeder primary schools as follows.

1. **OPEN DAYS.**
Invitations for parents of pupils in Year 5 to attend Hardenhuish's Open Days held in September will be sent out via the primary schools and the website. These five days are occasions for parents to talk to the Headteacher and other staff, to become pupils for a lesson, and to be given a tour of the school.
2. **PRIMARY SCHOOL VISITS.**
Most feeder primary pupils and their class teacher will spend a day at Hardenhuish in Year 5. A team of Hardenhuish teachers will be timetabled to provide lessons for the primary pupils on a fixed day, giving them experience in specialist curriculum areas.
3. **THE PROSPECTUS.**
The Prospectus and an invitation to attend the July Open Evening will be distributed to parents of pupils in Year 5 via the primary schools and Hardenhuish website.
4. **JULY OPEN EVENING.**
The Open Evening will be held on the first Thursday in July, when staff and pupils will put on displays showing the work of the school. This is another occasion for parents to talk with staff and pupils and tour the school.
5. **SCHOOL TOURS.**
Parents are invited to visit Hardenhuish at any time by appointment, not just on Open Days and Open Evenings. Members of the Leadership Team regularly take parents and pupils on tours during normal school days.
6. **ADMISSIONS.**
In September the Local Authority (LA) will send an application form to all Year 6 parents via the primary school, this is also available on line. It will be the responsibility of parents to return the completed form stating three preferences to the LA by the 31st October noon deadline. Parents will be notified by the LA of their allocated school by March 1st of the following year.
7. **NEWSLETTERS.**
From March onwards at least one Newsletter will be sent to parents of pupils who have been offered a place at Hardenhuish. The newsletter will invite parents, who have particular concerns about the transfer of their child to Hardenhuish, to make an appointment to see the Year 7 Learning Manager.
8. **INFORMATION PACK.**
In June an information pack will be sent to parents of all children who have been offered a place at Hardenhuish.
9. **TUTOR GROUPS.**
The Year 7 Learning Manager and Pastoral Manager will meet with all Year 6 teachers of pupils transferring to Hardenhuish from May onwards, so that as much information as

possible can be gleaned before tutor groups are created. Pupils are placed in mixed-ability tutor groups.

Positive friendship groups will be sustained but large groups of pupils from any one primary school will be spread across a number of tutor groups. For organisational purposes tutor groups are divided into two bands.

10. JULY INDUCTION EVENING.

The July Induction Evening provides parents with an opportunity to finalise administrative arrangements for their child starting at Hardenhuish in September. Two evenings will be arranged, thus reducing numbers in the Hall at any one time. This evening will provide parents with their first opportunity to meet their child's tutor.

11. JULY INDUCTION DAY.

On a day following the July Open Evenings, the new intake will attend Hardenhuish for planned activities designed to help them to get to know the Pastoral and Learning Manager, tutor and school systems. The timetable for September will be issued on this day.

12. TRANSFER INFORMATION AND TRANSITION WORK

Primary Transfer forms will be completed by the Learning and Pastoral Manager on visiting the primary school teachers of all pupils transferring to Hardenhuish. This information is collated by the Learning Manager and used to help monitor pupils' progress from Key Stage 2 to Key Stage 3. Year 6 transition work in English, maths and science will be transferred and continued into Year 7. Information will be gathered regarding special educational needs, Pupil Premium and Able Gifted and Talented pupils and this will be passed on to the relevant members of staff.

13. SEPTEMBER INDUCTION DAY.

The new Year 7 will attend school one day before other year groups, so they can be settled into school routines in a calm atmosphere. They will spend most of the day following their timetable.

14. TUTOR EVENING

In Term 1 parents will make appointments to meet their child's tutor to discuss the transition process as they begin secondary education.

15. PARENT, PUPIL CONSULTATION EVENING.

In Term 3 parents will make appointments to meet their child's subject teachers to discuss progress. The first of three Progress Checks will have been sent home during term 2, which will indicate the child's behaviour, classwork, effort, home learning, punctuality and attainment in relation to their targets

16. INDUCTION EVALUATION.

An evaluation of induction arrangements will be carried out each October with parents of the new intake by discussion at the Parent Information, Advice and Guidance Meeting. Parents will also have the opportunity to raise questions of a general nature about the year group curriculum and activities.

Feedback from primary school colleagues regarding the primary school visits and induction arrangements will be on-going informally and formally at the end of each cycle.