

St Peter's CE Infant School

TRANSFER POLICY

Belonging, Believing, Building a future

It is our mission for everyone to experience the joy of God's love in their lives as part of St Peter's family through trust and friendships. We aim for everyone to be nurtured and to grow in peace, hope and understanding of God, themselves and one another in order to achieve and live fulfilled lives.

"May the God of hope fill you with all joy and peace in believing, so that you overflow with hope by the power of the Holy Spirit"
(Romans 15:13)

Our aim is to ensure that the transition from St Peter's to all receiving schools is a positive experience in order that all children may progress to the next stage of their education with the minimum of disruption.

This is achieved in the following ways:

1. Parents are kept informed by the school of the admissions procedures for the children moving from Key Stage 1 to Key Stage 2 and are reminded of deadline dates eg for submitting Common Application Forms (Primary) (CAPFs)
2. The school offers guidance and support to parents, if requested, when selecting a school for their child.
3. Children participate in Partnership Events (eg music festival and sporting events such as the dance festival and ultra-olympics) in order that they experience being part of a larger group. This enables the children to become familiar with other partnership schools to which they may transfer.
4. Children take part in a range of educational activities that give them opportunities to develop strategies to adapt to new situations and encourage interaction with other adults and children both within our school and on visits.
5. Where possible, arrangements are made for the receiving Year 3 teachers to visit St Peter's during Term 6, prior to the children's transfer day in order that the children may get to know their new classteacher and that the Year 2 teacher may share any relevant information.
6. During terms 5 or 6 all children visit their new schools. The school authorises visits for children moving to independent schools for assessment days and those moving to schools outside the partnership for visits. Those children moving to partnership schools visit on the partnership's agreed transfer day.
7. All requested reports are completed and sent to receiving independent schools.
8. St Peter's Infants' School follows the Oxfordshire County Council's procedures for the transfer of data to receiving schools. In addition to the data that is transferred electronically, the school sends for each pupil:
 - A pupil profile, containing Foundation Stage Profile, Annual Reports, and a General Transfer Record
 - Oxfordshire's Pupil Tracking and Target Setting Sheet
 - SEN records, including Pupil Profiles and Education, Health and Care Plans
 - Teacher's individual pupil reading records (including any SATs materials)
 - Writing assessment book (including any writing, handwriting and spelling SATs)
 - Group record sheet of assessments of individual children's learning against the key objectives of the National Curriculum (as well as any Mathematics SATs materials)
 - Science assessment book