



St Mary's Infant School & The Batt Primary School

Joint Statement for Transfer

Aims:

- To ensure the transfer from St Mary's to The Batt School is a smooth and happy process for children and their parents.
- To ensure continuity of the children's academic and social development through clear and accurate transfer of records.
- To ensure children and teachers from both schools have opportunities to meet, building up mutual knowledge and understanding.
- To ensure children and their parents from St Mary's school are familiar with The Batt School through visits prior to transfer.

Procedures:

Spring Term prior to transfer

- Initial information about children on SEN register to Headteacher to arrive pre-budget.

Summer Term prior to transfer

- Summer Disco at The Batt to which St Mary's Year 2 pupils will be invited.
- Early in Summer Term, the SENCOs and the Educational Psychologist serving both schools will meet to discuss the support needed for ALL future Year 3 children. This will be the first time children from both schools will be considered in terms of the support to be put in place for the next academic year. The build up of understanding during the Spring Term and the support of the EP who will have knowledge of all such pupils should ensure accurate grouping and support in Year 3.
- Children from St Mary's and from The Batt will be asked to name four friends in an effort to ensure that the class groupings support existing friendships by links to at least one friend. St Mary's staff will preview the class lists to check for any inappropriate placings.
- Paperwork to be transferred as per partnership agreement.

- T/A's from The Batt who may be supporting children from St Mary's will visit St Mary's to meet the children and staff concerned.
- May Dancing by children from both schools on the Green.
- Year 3 teachers from The Batt will visit St Mary's for shared activities.
- Children from St Mary's visit The Batt to meet their teachers and other members of the Lower Junior Team. The first visit is from the start of the school day to play time. (This will be the date on which all pupils will be notified of their proposed classes for the next year). The second visit lasts from playtime to the end of lunchtime.
- Year 2 children from both schools meet for an afternoon of activities at The Batt School.
- Children from St Mary's will complete a second visit, spending time with their new teachers, TAs and classes. This visit will include a playtime and a lunchtime session.
- Transfer meeting for parents from St Mary's and The Batt shortly after half term.

Social links

- Year 2 children and their parents from St Mary's School to be invited to a Batt School Association social event.

Autumn term following transfer

- The children will have a settling-in period before being moved to other teaching groups.
- The Year 2 teacher from St Mary's will visit The Batt during this term to see the children settled.

Social Links

- New parents will be invited to a social event aimed at helping them to get to know other parents of children at The Batt.
- 'Meet the Teacher' evenings will take place in each year group.
- Each Year 3 class teacher should ensure that parents from St Mary's feel able to stand as representatives on the BSA committee - sharing new ideas.
- Work from the visits day will be displayed.

Signed Date
 Headteacher: The Batt CE School

Signed Date
 Headteacher: St Marys CE Infant School