



YSGOL  
LLANFYLLIN

Ysgol Bro Cynllaith



# Clwstwr Llanfyllin

## Transition Plan

Year 6 – 7

2023/24

Ysgol Llansantffraid



Ysgol Llanfechain





## Background

Governing bodies of secondary schools and their feeder primary schools are required to jointly draw up a transition plan to support transition of learners from Year 6 to Year 7 in line with Curriculum for Wales framework. Currently legal requirements for transition from primary to secondary school are set out in the new [2022 Transition Regulations](#) came into force 1 July 2022. Transition plans must be in place and operational from the beginning of each academic year. Plans must be **published** and **reviewed annually**: [Transition from primary to secondary school guidance - Hwb \(gov.wales\)](#)

## Purpose

The aim of the following transition plan is to support and improve links between our cluster of schools with a specific focus on working collaboratively to:

- enable learners to realise the 4 purposes.
- develop a shared understanding of progression at a cluster level to ensure that learners' experiences are connected, authentic and relevant. This in turn will support practitioners to identify how sequencing in learning can enable progress.
- ensure coherence across the cluster to support equity, well-being, and the overall needs of all learners.
- ensure a smooth transition where practitioners communicate and understand why, what, and how learners have been learning and identify next steps in learning to support their education and well-being.



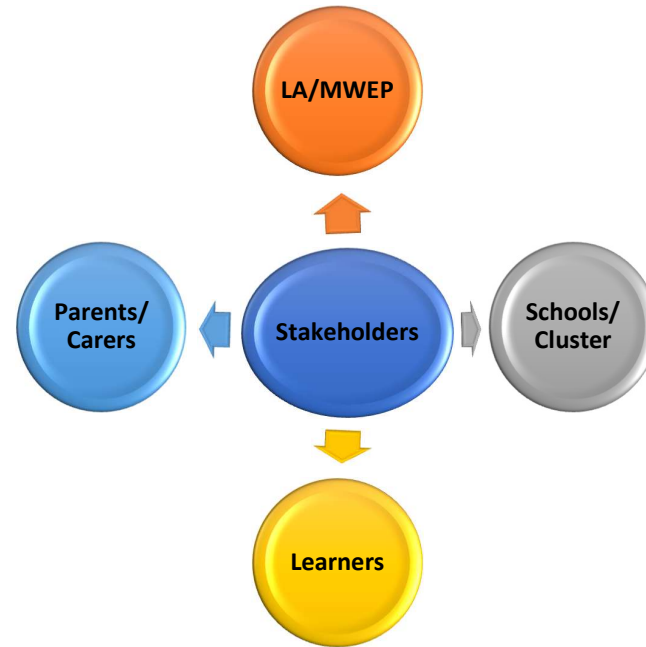
- ensure appropriate pace and challenge in a school/cluster approach to progression when developing their curriculum and assessment arrangements. Developing a shared understanding of progression enables practitioners across the cluster to explore whether their expectations for learners are sufficiently challenging and realistic and whether any support is required by individuals.

Llanfyllin Cluster transition plan has been divided into 4 sections.

*Legal requirements set out in the CfW transition guidance as follows:*

1. Managing and co-ordinating the transition process.
2. Securing continuity of learning and developing a shared understanding of progression.
3. Ensuring individual learner's progression, learning needs and well-being is supported as they transition from primary school to secondary school.
4. Proposals for reviewing and monitoring the impact of the transition.

## Role of the Stakeholders



LA/MWEP	Schools/Cluster	Learners	Parents/Carers
<p>Provide bespoke cluster support, advice, and Professional Learning (as appropriate).</p> <p>Work collaboratively to construct and implement the transition plan effectively, if required.</p>	<p>Work collaboratively to construct and implement the transition plan effectively.</p> <p>Communicate and provide parents/carers with up-to-date and relevant information regarding the transition process (<i>including transport arrangements</i>).</p>	<p>Immerse themselves in the transition learning experiences.</p> <p>Ask questions, communicate, and collaborate with others e.g., their peers, practitioners, parents/carers, and governors, etc.</p>	<p>Support and encourage learner participation in the transition process e.g., open evenings, transition days, homework tasks, etc</p> <p>Work collaboratively and communicate with schools to ensure their child's learning needs and well-being are met</p>

	<p>All staff to increase their awareness of the learning continuum by contributing to professional dialogue, e.g., implementing and reviewing the curriculum to ensure learners make progress.</p> <p>Publish transition plans; and continually review and improve the transition process.</p>	<p>Have a voice in the development, implementation, and review of the transition plan.</p> <p>Make full and increasing use of their skills, knowledge, and experiences.</p>	<p>through the development of positive relationships.</p>
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### 1. Managing and co-ordinating the transition process

	Activity	When	Responsibility	Outcomes	Agreed action points 2023/24	RAG	Next steps for 2024/25
i	Headteachers' Area/Cluster Meetings - Transition to be put on each agenda	Termly	Headteachers	Stronger communication within clusters	Chair of Cluster to include on each agenda		

ii	Nominate a designated member of staff in the secondary school who is responsible for co-ordinating a smooth transition of each individual learner	Summer term	Secondary schools	To co-ordinate and utilise information and resources to ensure a successful transition for every learner	Head Of Year 7 to coordinate transition for Llanfyllin Cluster (Currently Elen Vaughan)		
iii	Transition days for year 5 + 6	Summer term	Primary and Secondary schools	Learners start to develop positive relationships to become more confident, happy, and resilient as they transition into year 7	July 4 <sup>th</sup> & 5 <sup>th</sup> for Year 6 Further date for Year 5 & 6 open day		
iv	Open days/evenings	Autumn Term	Secondary Schools		Date of Open Evening to be communicated to all parents during the first 2 weeks of the Autumn term		
v	Information packs for learners/ parents/carers	Autumn Term	Secondary Schools	Learners, parents/carers well informed of the transition process	Information to be shared and discussed when delivered by Head of Year 7 in Autumn term		
vi	Transition website/tab with key information e.g., virtual tours, meet the staff, examples of learning experiences etc	Ongoing	Secondary Schools		Information shared during autumn term visit by Head of Year 7 & on website		

vii	Transition online platform for all learners e.g., Teams, Google Classroom	Ongoing	Primary and Secondary schools	Learners start to develop positive relationships to become more confident, happy, and resilient as they transition into year 7	Online lessons taught by high school teachers for Cluster MAT pupils for this year to build on in future years. One per term (LLC, M&N, S&T)		
viii	Sharing resources, facilities, and expertise e.g., primary school using secondary school's facilities to enrich learning experiences in Science and Technology/ Creative Arts etc...	Ongoing	Primary and Secondary schools	Enriched learning experiences, increased collaboration, developing a shared understanding of the learning continuum	Open day based around Owain Glyndwr based around 6 AoLEs Athletics event Cross country event Leisure facilities used by some schools in cluster. Head of Year 7 to explore immersion centre for children moving into Welsh stream at Year 7		
ix	School transport - Link to LA's Transport Policy: <a href="#">Home to School and College Transport Policy - Powys County Council</a>	Beginning of the transition process	Primary and Secondary schools	Parents/carers are aware of the criteria for free school transport from an early stage in the transition process	Including in information when applying to Powys, High school to share information at open evening or to arrange Powys to attend to be clear about process		

## 2. Securing the continuity of learning and developing a shared understanding of progression

	Activity	When	Responsibility	Outcomes	Agreed cluster actions for 2023/24	RAG	Next Steps for 2024/25
i	Cluster collaboration on <b>curriculum design and assessment arrangements</b>	Ongoing e.g., Inset days, Twilight sessions, Professional discussions, Networks	Primary and Secondary schools	Ensure consistency and understanding across the learning continuum of practitioners' expectations, learner progression and assessment arrangements	2 whole cluster PD days to continue to develop a shared understanding of progression across the cluster  Shared CPD priority to develop a consistent approach		
ii	Cluster collaboration on developing a <b>shared understanding of learner progression</b> in ways described in the principles of progression, supporting learners to develop towards the 4 purposes	Ongoing e.g., Inset days, Twilight sessions, Professional discussions, Networks	Primary and Secondary schools		2 whole cluster PD days to continue to develop a shared understanding of progression across the cluster  Shared CPD priority to develop a consistent approach		



iii	Where appropriate, release practitioners to observe good practice in both secondary and primary	As appropriate	Primary and Secondary schools	Increased understanding of effective pedagogy. Increased collaboration to develop consistency across the learning continuum and strengthen relationships across the cluster.	Develop a rolling programme as part of Shared CPD Priority to enable staff to visit different schools within the cluster to shared good practice.		
iv	Co-construct, publish, implement, and review an action plan to show how the cluster can develop a shared understanding of progression	Ongoing (Mandatory from Sept 2023)	Primary and Secondary schools	Ensure consistency and understanding across the learning continuum of practitioners' expectations and learner progression	All schools complete milestones as in Cluster Development Plan (CDP) priority		

### 3. Ensuring individual learner's progression, learning needs and well-being is supported as they transition from primary school to secondary school.

	Activity	When	Responsibility	Outcomes	Cluster Action Points 2023/24	RAG	Next Steps for 2024/25
i	Summary of individual learner information to be shared annually for year 6 and 7 learners e.g., one-page profiles/	Summer term	Primary and Secondary schools	An increased understanding of learner journey on the learning continuum and targets for improvement	Any data is shared with feeder school Summer term feedback sessions with Head of Year 7 and ALNco ALN one page profiles available on TYFU		

	Learning Passports/ School Report summaries/Transfer forms/E-Portfolios for each learner				Use of HWB to access previous digital work All children to have a One Page Profile on TYFU End of year report to be in children's files on HWB		
ii	Discuss relevant details and information at the transition meetings/pupil progress meetings between secondary and primary	Summer term	ALNCo Teachers Middle leaders TA Multi-agency Learners	Key information about the learner/s is shared including: <ul style="list-style-type: none"> <li>• general well-being in school</li> <li>• individual/group progress</li> <li>• future progression needs</li> <li>• how future progression needs can be supported at home</li> </ul>	Any data is shared with feeder school Summer term feedback sessions with Head of Year 7 and ALNco ALN one page profiles available on TYFU		
iii	Annual/Termly reviews of ALN learners to include representatives from the primary and secondary schools.	Spring term minimum	Multi-agency ALNCo Teachers + TA Parents/carers Learners		ALNco invited to All IDP reviews for Year 5 & 6 pupils		
iv	Regular communication with parents/carers of new learners	Ongoing	Primary and Secondary schools		Schools communicate via newsletter key dates Schools communicate via newsletter any transition events taking/taken place		
v	PL to support transition provision e.g., co- construction of	Ongoing	Primary and Secondary schools	Ensure that the transfer arrangements are comprehensive and meet the needs of each learner	PL to review and update transition plan		

	curriculum design, supporting groups of learners with specific needs						
vi	Peer to peer support e.g., buddy system, circle time, empathy lab, learner voice	Ongoing	Primary and Secondary schools	Learners start to develop positive relationships to become more confident, happy, and resilient as they transition into year 7	Kooth support during summer holidays. Ysgol Llanfyllin to explore the possibility of a buddy system for all Year 6 or identified children.		
vii	Consideration given to shared use of pedagogical approaches and resources	Ongoing	Primary and Secondary schools	Ensure that the transfer arrangements are comprehensive and meet the needs of each learner	All schools to meet milestones of CDP		

#### 4. Proposals for reviewing and monitoring the impact of the transition

	Activity	When	Responsibility	Outcomes	Cluster action points 2023/24	RAG	Next Steps for 2024/25
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i	Stakeholders' voice e.g., questionnaires, school councils, ongoing discussions	Ongoing	Nominated secondary transition co- ordinator Area/Cluster heads Linked governors	Ensure the voice of all stakeholders is included in the development, reviewing and amendment of existing and future transition plans	All schools to ensure annual stakeholder questionnaires include questions about transition arrangements Explore a shared stake holders questionnaire or agree a set bank of questions to include.		
ii	Regular discussions between all stakeholders which will be fed back to the cluster meetings based on continuity of learning, progression, and well-being	Ongoing	All stakeholders  Area/Cluster heads  Linked governors	Ensure that the transfer arrangements are comprehensive and meet the needs of each learner	Feedback from stakeholders' questionnaires is discussed annually at Cluster heads		
iii	Cluster meetings to discuss, review and monitor the effectiveness of transition plans and identify amendments	Ongoing	Primary and Secondary schools		Regular agenda item to ensure consistency and review		

### Publication of transition plans

Transition plans must be published on or before the beginning of the school year they are intended to apply to.

## Review of transition plans

It is for governing bodies and school management teams to determine, as part of the development of a plan, when a **transition plan should be reviewed annually** and rolled forward or amended to take account of any changed circumstances. Please see [Welsh Government guidance](#) for further details.

This policy was reviewed on 12/6/23 and published with all stakeholders.

Next renewal date 01/07/24.

