

Transition Timetable (Example of)

Appendix 2

Activity	Purpose	Coordinator	Start Date
Information and application forms for High School places, received by the primary schools from Powys LEA,	Advance notification of pupil numbers and transport needs	Primary Heads and LEA	September
Number of pupil returns to be communicated to the High	Advance notification of pupil numbers and transport needs	Primary Heads	October
Year six transition events will be reviewed at the first Cluster Heads	To evaluate success of current events and identify areas for further development	Primary Heads and High School	November
.....will visit all Year Six pupils to deliver the High School prospectus	Introduction of staff to pupils. To become a 'familiar face'.	Head of year 7	Autumn term
High School Shadow day	Children to have a guided tour. To become familiar with layout of the High School	Pupils	September / October
High School Open Evening	To share with parents the philosophies and procedures of the school.	Parents and Pupils	September/October
Year six Shadow day events to be reviewed at the first Cluster Heads meeting of the following spring term	To evaluate effectiveness of activity	Pupils	September / October
.....will visit Primary Heads to exchange information about forthcoming pupils and deliver an activity for Year Six to complete through the web using www.builth-hs.powys.sch.uk.	Received information will include: Details for friendship groups Learning styles for individuals Sporting/ musical prowess Relevant comments relating to Child	ALN and Head of Year 7	Spring Term

	Protection, Health and Welfare Issues		
Builth Wells High School Head of Year 7 School to meet with School Nurse Builth Wells High School SEN coordinator to attend all Year Six statement reviews.	To receive information relating to pupils additional needs.	School Nurse and Head of Year 7	Spring Term
Builth Wells High School Head of Year 7 will meet with Primary Heads.	All dates for Transition visits and parents'/guardians' meeting will be agreed between the schools two terms prior to the event. These days will include: Shadow Day and New Intake evenings Transition event days and transition parents' evening	Primary Heads and High School	Spring Term
Form tutors to visit Year six pupils for a discussion regarding school life and the forthcoming Transition Days.			
"X" Transition Days' for all Year Six pupils - 2007 dates - ...	House keeping process and to introduce pupils to High School routines	Pupils and Builth Wells High	Summer Term

Joint Curriculum Planning	Review and revise schemes of work to avoid repetition, to ensure progression in content and challenge and to maintain continuity in teaching and learning strategies.	Primary Headteachers and Y6 teachers and subject leaders Transition Team Builth Wells High School and/or Subject Coordinators	
Joint Inset	?		
“X”Transition Days’ for all Year Six pupils - 2007 dates			