

Welcome to Katharine Lady Berkeley's School

Most children are excited, and a little nervous, about the transition to secondary school. A small number of children will be very anxious about the move. Primary school staff sometimes suggest that a parent or carer contacts KLB to discuss an individual's transition. If you have concerns about your child's move to secondary school, please read this document and then get in touch.



Before September, KLB will

- Send a member of **KLB staff to visit** each primary school to talk to Y6 staff
- Ensure the **KLB transition team** (including pastoral staff, the SENCO, the medical and the attendance officer) meet to share information
- Arrange **Care Plans** where appropriate
- Offer a **Year 6 Induction Day** for primary schools
- Offer **additional visits** for an individual, or small group, accompanied by primary school staff or a parent
- Post an **early Y7 timetable**, where it is necessary, to reduce anxiety and the effects of poor organisation on the first day
- Form **tutor groups and teaching sets** for September
- Post a **school map**, where appropriate, to help a pupil learn the layout of the school
- Create a **visual timetable** / picture-based timetable, on request, for those with reading difficulties
- Host an **information evening** in the summer term of Y6 where the Head teacher, Mr Harris, and the Head of Year 7, will describe the process of transition to parents

Before September, adults at home could

- **Read the transition pack** given out at the information evening and **visit the transition website pages**
- **Complete the Pen Portrait**, which can be found on the Parents > Transition menu of the school website, for pupils who may find the transition particularly difficult
- **Contact the Head of Year and / or the school SENCO** to discuss barriers to transition or arrange a meeting
- **Organise a storage book box or shelf** where the pupil's books can be kept in a single place. Sticking the timetable to the lid of the box, or on the wall, may help pupils to pack their bag each day and store their books in a safe place.
- **Organise a work space** for the young person to use at home
- **Encourage habits that support effective study** over the summer: reading and numeracy, discussion and social skills, problem solving and planning skills, independence, organisation, and physical activity

In September, KLB will

- Organise a **SENCO / Head of Year 7 briefing** about new pupils facing considerable transition challenges based on the information from the primary school, parents and the pupil's pen portraits. This presentation is given to all staff on the September INSET day
- Arrange for the school **SENCO to be in the main reception area** from 8am. New Y7 pupils can arrange to be met here before going to the Junior Pen at 8.25am.
- Organise for **the first two hours of the first day** to be with the tutor and in tutor groups. Pupils will be given timetables, journals, information and a welcome assembly
- Support pupils with a **Year 11 taxi service** where Y11 pupils will collect and take Y7 pupils to their classes for the first few weeks. In many cases the same Y11 pupils will have met the class on the summer induction day. **A TIC (Talk in Confidence) buddy** can also help
- **Monitor and report** to the parents of individuals on the first few days of Term 1

Further Information

KLB's Local Offer and **Provision Map** is available on the school website for parents; these documents provide information about how the school supports all pupils, the provision offered to pupils who have SEND support needs, and those with Statements / Educational, Health, and Care Plans (EHC Plans).

Making Contact

How and who to contact when you have an enquiry or concern

- To inform the school of a **pupil's absence**, telephone Reception. You may leave a message before 8am on the answer phone
- **To pass on general information** about a pupil, contact the tutor by telephoning the school or emailing the tutor
- **For specific or serious incidents**, telephone or email the Head of Year 7, Mr Grenfell Williams. (lgrenfellwilliams@klbschool.org.uk)
- **For concerns in a particular subject**, contact the subject teacher or Head of Subject or Department – seek advice from the staff at reception if you are unsure
- For general concerns about learning that span more than one subject area, or if your child has **SEND needs**, contact the SENCO, Miss John (kjohn@klbschool.org.uk)

You can also email using the **contact form** on the school website which can be found under "Contact Us" on the school website

