

## Nook Lane Junior School

### Flowchart of support for pupils entering/leaving the school

Pupils entering the school	Pupils leaving the school
<p>1:1 meeting with Headteacher and guided tour of the school.</p> <p>School handbook given to parents</p> <p>Meeting with class teacher</p> <p>Class buddy to support pupil for as long as needed</p> <p>All staff informed at briefings</p> <p>Inclusion Manager to communicate with Teaching Assistants and LTS</p> <p>Transition Book as required with photos of new school.</p> <p>Class teacher to meet with new parents/pupil after first few weeks in school.</p> <p>New parent/pupil questionnaire completed after first half term.</p> <p>End of year – transition meetings within school to meet new teacher/TA</p> <p>Parents invited to transition coffee afternoon</p> <p>Y2/3 transition timetable developed every year – involving reading buddies, Y2 attending singing assembly, Y2 attending a playtime at Nook Lane, SENCO attends Y2 review meetings and arranges additional visits for vulnerable pupils- with family, Y3 teachers attend information sharing with Y2 teachers, Y2/Y3 sports afternoon, Y2 parents open afternoon at Nook Lane, Y2 pupils attend Y6 summer concert, moving up afternoon for Y2 pupils</p>	<p>Transition visits arranged</p> <p>Additional transition visits arranged on request. Pupil visits with Teaching Assistant and takes photographs to make a transition book back at school.</p> <p>Review meetings attended by staff from new school.</p> <p>Inclusion Manager/CPLO meets with CPLO from new school to pass information.</p> <p>All pupil information is passed to new school.</p> <p>Parents asked to complete a questionnaire about support.</p> <p>On request staff will attend review meetings at pupil's new school.</p> <p>Y6 pupil attend – sports day at their new secondary school, have a whole day with other pupils from feeder schools, open evening, uniform session, additional visits arranged for vulnerable pupils accompanied by their Teaching Assistant – transition books made as appropriate.</p> <p>SENCO from secondary schools are invited in to Y6 IEP review meetings and Annual Review of Statement meetings.</p>