



Hawthorn Primary School

Cluster Transition Plan



**'Where Every
Child Matters'**



**Whitchurch High School
Ysgol yr Uchwradd Yr Eglwys Newydd**

Cluster Transition Plan

**Reviewed by: C. Robson
Last Reviewed: March 2025
Valid until: September 2025**

TRANSITION PLAN

The move from primary to secondary school education is an important life transition that can affect children's attainment and wellbeing. It is important that familiarisation with a new school environment and the involvement of parents and children within their new school community enables positive outcomes for young people.

The Transition Plan for Whitchurch High School and its feeder primary schools, drawn up in consultation with all the governing bodies within the cluster, ensures that every partner school understands the common goals for Year 6 to Year 7 transition and the system of implementation.

Schools within the Whitchurch cluster are:

Whitchurch High School
Birchgrove Primary School
Coryton Primary School
Gabalfa Primary School
Hawthorn Primary School
Llanishen Fach Primary School
Rhiwbeina Primary School
Whitchurch Primary School

CLUSTER AIMS

Our commonly agreed aims are:

- To promote the continuity and progression of students across all cluster schools.
- To promote and support cross phase work.
- To facilitate greater staff awareness of the other phase, especially its practice and methodology as well as the student experience.
- To prepare all students for transition from primary school to secondary school.
- To ensure parents/carers/families are fully informed of the transition process.
- To encourage discussion between the schools within the cluster and thus inform decision making and policy development.
- To share expertise and resources.
- To realise the full benefits of common Professional Development
- To develop a common strategy to convey the importance of education to all sectors of our community.
- To ensure detailed information regarding each child's progress, attainment and individual pastoral issues is shared.
- To pass information from primaries to Whitchurch High School relating to a child's standardised data, **including agreed personalised assessment results.**

The implementation of the above aims fundamentally relies upon the development of a common educational philosophy in which no one partner is any more or less important than another.

TIMEFRAME

The plan sets out how we will work together to realise the above aims. It summarises aims and priorities agreed by partner schools for the period September 2024 to September 2025 and provides detail on the work to be addressed during this period.

The progress made and next steps will be reviewed and agreed annually by partner schools in the Autumn Term of each academic year.

CONTENT OF THE PLAN

The plan addresses the action that will be taken against the core requirements set out in guidance provided by the Welsh Assembly Government:

1. Managing and co-ordinating transition.
2. Joint curriculum planning.
3. Achieving continuity in teaching and learning methods.
4. Achieving consistency in assessment and monitoring and tracking student progress against prior attainment.
5. Evaluation of the impact of the policy and improvement initiatives on standards.
6. Ensure that the appropriate moderation procedures are in place.

In addition, the plan sets out how we shall work together to ensure that there are effective arrangements for transition in the following areas:

7. Pastoral links to meet students' personal and social needs.
8. Sharing information about student achievements and attainment.
9. Communicating the learning needs of individual students.
10. Sharing information on the attendance and welfare of students transitioning to WHS where there are attendance concerns.

In each case, the plan identifies current and ongoing work. Where areas of improvement are identified we shall agree priorities and work together to address these over the period of the plan.

1. Managing and co-ordinating transition

Each partner school has nominated a member of its management team to lead on the development, implementation and evaluation of the action agreed in this plan. These individuals will form the Whitchurch Cluster Management Group and will meet on a half-termly basis. Other colleagues will be invited as required to support the group. The current Cluster Management team is:

Mrs Sarah Morgan - Birchgrove Primary School (Headteacher)
Mr Gareth James - Coryton Primary School (Headteacher)
Mrs Carrie Jenkins - Gabalfa Primary School (Headteacher)
Mr Gareth Davies - Hawthorn Junior School (Headteacher)
Mrs Sarah Coombes - Llanishen Fach Primary School (Headteacher)
Mrs Carol Harry - Rhiwbeina Primary School (Headteacher)
Mrs Ann Griffin - Whitchurch Primary School (Headteacher)
Mr Daniel Duncan - Whitchurch High School Transition Co-ordinator
Mr Nick John – Whitchurch High School (Headteacher)
Mrs Caroline Robson - Whitchurch High School (Assistant Headteacher)

2. Annual Review

The Cluster Management Group will undertake an annual review of this plan in the Autumn term of each school year and consider the progress made and agree priorities for the following year including roles and responsibilities. Recommendations flowing from the review will be considered and agreed by the governing bodies of the partner schools.

3. Working Groups

It is intended that development of programmes to achieve the strategic aims of the cluster are driven by working groups. Working groups will be representative of the whole cluster but may not necessarily involve representatives from each partner school.

In the period 2024-2025 it is intended there will be working groups to:

- Explore opportunities to collaborate on planning and progression mapping to develop an agreed set of skills through the progression steps for each subject/AoLE.
- Provide a vehicle for sharing good practice across the cluster regarding effective eFSM/Closing the Gap strategies.
- Clarity of assessment requirements needed to support a smooth transition into year 7.
- Continue to work towards a joint IT strategy for both primary and secondary schools.

4. Transition Co-ordinator

Daniel Duncan, Whitchurch High School has been nominated as Transition Co-ordinator. The co-ordinator will support the work of the management group and advise on:

- monitoring progress made against key improvement areas identified in the plan.
- how best to ensure that there are regular opportunities to involve parents/carers and students in feedback and planning.
- ensure that there are effective links with work being led by the local authority.
- advise on any action to meet the requirements set out in Welsh Government's guidance with regard to review and publication of the Transition Plan.

5. Joint Curriculum Planning and Continuity in Teaching and Learning Methods

The cluster has adopted a holistic approach to these two strands of the plan. They are deliberately integrated to maximise impact upon learning.

Plans for 2024-2025 build on current good practice, with the following activities taking place across the cluster:

- Year 6 Open Evening (18th September 2024): this will provide an opportunity for all prospective students to visit the school, visit all curriculum areas in Years 7 – 9 and meet Whitchurch High School (WHS) staff and students.

- Year 6 transition day (10th July 2025): will provide an opportunity for all Year 6 students to spend the day at WHS, and the focus of learning will be linked to The Green Skills Transition Project. This project is focused on green skills in energy and construction and will embed foundational learning of sustainability and green skills.
- Junior Orchestra Course (24th and 25th June 2025). A two-day course in which talented musicians in primary schools attend WHS and receive specialist tuition delivered by WHS music teachers, peripatetic music staff and WHS students. The course culminates in a performance for parents.
- Junior Choral Course (1st and 2nd July 2025). A two-day choral course culminating in a performance for parents/carers.
- Year 6 Rugby Transition Day (13th March 2025) will provide Year 6 feeder primary students with an opportunity to take part in a fun rugby experience which links to the WHS Primary School Tag Rugby Programme.
- Year 5 Rugby Festival (22nd May 2025) will provide Year 5 students with an opportunity to apply their rugby skills, visit WHS and become familiar with WHS staff and the lower school site.

All the above activities will continue provided evaluation indicates they continue to be valuable learning experiences.

6. Transition Planning and Shared Understanding of Progression

In the academic year 2024-2025, primaries and secondary school will work closely together to re-establish shared knowledge of progression based on newly embedded Curriculum for Wales. Curriculum Related Expectations, written by Whitchurch High School, will be shared with primary school staff. A working party of Year 6 teachers and subject leads (to be determined) will be set up and will be used to establish a shared understanding of Curriculum Related Expectations and how best to ensure a smooth progression between phases. There is also the potential for joint observation and further collaboration through INSET programmes.

6.1 Transfer of Year 6 Attainment and Progress Data

All partner primary schools will electronically transfer detailed student information; as an interim measure for a further academic year, this will include but is not limited to CATs testing data and NRT/NNT data. Data will be transferred by the Easter break in the spring term of 2025, which will facilitate earlier formulation of teaching groups and the sharing of relevant information with all members of designated secondary school teaching staff.

7. Evaluation of the impact of the policy and improvement initiatives on standards.

Details of the annual review meeting are contained in Section 1.

Each school will take responsibility to provide data or information that assists the evaluation of cluster initiatives upon standards of achievement. Plans will be reviewed annually in the light of evaluation.

In the Autumn term of each year Whitchurch High School will conduct a survey involving Year 7 students and parents which will review the quality of transition arrangements. Outcomes and findings will be freely shared across the cluster.

8. Additional Information

To ensure the success of transition events outlined in section 5 of this document, all primary schools will make WHS staff aware of any additional learning needs in a timely manner.

The Transition Co-ordinator, along with other relevant WHS staff, will make visits to all partner primary schools throughout the year to establish links with transferring students and gather additional and sometimes sensitive information related to the needs of each individual student. The Transition Co-ordinator will organise dissemination of appropriate information to relevant parties.

The Whitchurch High School ALNCo will liaise with relevant staff in partner primary schools to gather information about the requirements of pupils with additional learning needs. All primary schools within the cluster will review all IDP's and IHP's with Year 6 parents in the summer term to ensure they are up to date prior to students transitioning to secondary school in September.

Whenever possible, the ALNCo will attend the Year 6 annual review of students. The WHS ALNCo will disseminate appropriate information to relevant secondary school staff.

Annually, in October, Whitchurch High School will hold a Parental Consultation Evening to address any pastoral concerns for new Year 7 students. In addition, a Year 7 Parental Engagement Evening will provide Year 7 parents and carers with an opportunity to meet with WHS staff and further understand how best to support their child settle into secondary school life and throughout their time at WHS.

This plan is agreed on behalf of the governing bodies of the partner School by the following:

Birchgrove Primary School

Name _____

Signature _____

Date _____

Coryton Primary School

Name _____

Signature _____

Date _____

Gabalfa Primary School

Name _____

Signature _____

Date _____

Hawthorn Junior School

Name _____

Signature _____

Date _____

Llanishen Fach Primary School

Name _____

Signature _____

Date _____

Rhiwbeina Primary School

Name _____

Signature _____

Date _____

Whitchurch Primary School

Name _____

Signature _____

Date _____

Whitchurch High School

Name _____

Signature _____

Date _____

It is confirmed that a copy of the plan has been passed to the relevant local education authority(ies) as required by the Welsh Assembly Government's guidance.

Copies are also available on request at each of the partner schools.