

## ASCL Member Feedback on Transition

In our [daily briefings](#) (58 and 59) on 8 and 9 June 2020, ASCL General Secretary Geoff Barton asked members to share the practical approaches they have developed to manage transition at different points during the coronavirus outbreak, whether that is primary to secondary, primary to middle, secondary to post-16.

These approaches are provided below, in members' own words and styles, and for you to adapt, embrace or discard as you feel appropriate to your own context.

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### Steve Mann | Headteacher | Amery Hill School - 'Education for life'

Please see below some areas we are exploring with our primaries to support transition - nothing groundbreaking but well received by my colleagues.

- We have already created a Year 6 Induction page on our website (under information). Please see link below and this went out to all parents who are joining us in September but if asked, you can direct. This includes:
    - A new virtual tour of the school
    - A new Induction Handbook
    - An induction project from PIXL which you are free to use and explore as well if you wish
    - All the necessary forms
  - As we cannot have Year 6 students in our school, Deputy Head and Progress Leader - Year 7 are seeing whether it would be feasible for them to come and visit most of the schools and see your students who are coming - they will have to focus on where we have the biggest numbers. - would that be possible?
  - If we cannot visit then we are proposing to do a series of video messages from the different staff including the tutors.
  - Also, we thought, it would be nice if each student created their own 'This is me' collage which needs to be one side of A4 plain paper - they can add photos of themselves, pictures, hobbies, interests, whatever they want really and then we will collate them all and then create a book for each TG - this way they will have an idea of who will be in their TG before they start - again would this be something you could facilitate in school?
  - For parents: I am exploring the chance to do a virtual welcome evening through Teams in the beginning of July. Parents will have an opportunity to email through questions and hopefully this will help alleviate any concerns - do you think this would be useful?
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## **Assistant Headteacher | 11 – 19 Academy**

We are doing a Virtual Transition Day which will include all of the features of our normal Transition Days. We have the Virtual Tours, meet the teachers, meet the Pastoral Team, House System. In addition, each curriculum team has created videos of taster lessons, all of which include activities which the Year 6 students could do at home should they wish to do so. We've got 'letters to new students' from our current Year 7, a FAQs button, and an 'Ask a question' button.

Our aim with all of this is to alleviate some of the anxiety which we know is existing around transition, exacerbated by the fact that the Year 6 students can't visit us in person.

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## **Tom McNaught-Roberts | AVP Attendance, Inclusion & Transition Deputy | Designated Safeguarding Lead | Archbishop Sentamu Academy**

Brief overview of what we are doing:

- Virtual Tour
- Welcome messages from key staff (Chaplain, Principal, AVP Transition, Transition Coordinators, Head of Y7, Heads of Houses, Attendance Officer Y7, Y7 Tutors, Wellbeing Officer & SENCo)
- Mini Tasks centred around the Academy values
- Mini Tasks centred around expectations (uniform & rewards)
- Phone calls home to all parents by the transition coordinators
- A "Facebook Takeover" by the transition coordinators to cover key questions
- Online book readings by the Literacy Group
- E-Prospectus

Hope that helps add to the national picture, looking forward to seeing what others are doing!

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## **Catherine Wilson | Assistant Head Teacher | St John Fisher School**

Our school is doing the following for transition:

We have produced an Excel spreadsheet for primary schools to record information about individual students. This has proved more successful than individual sheets that we have used in previous years and also means that we can very easily add extra detail from follow up conversations and adapt it for use with our staff.

We are having a remote meeting with staff from every feeder school to discuss the students individually as well as additional remote meetings regarding students with SEND

Where possible, we are arranging a remote meeting with the students, facilitated by their feeder school. Where this is not possible, we intend to have a telephone conversation with

the parent and child before the end of term, so there is some verbal contact with staff from school and an opportunity to ask questions.

All students have been sent home a transition booklet for completion and from 15 June there will be a video on our school website for the Year 6 students, introducing them to the school, giving them a tour and all the information that they might usually get from a Year 6 day. We have also sent copies of the transition booklet to feeder schools for support with completion in school for students with SEND or as part of preparation sessions

We are replacing the parent meeting in July with an online video briefing from key members of staff

All Year 6 students will receive a card and individual message from their new form tutor and fellow tutees (we have vertical tutoring). They will get this at the beginning of July when they will also find out which House etc they have been allocated to

In September, we anticipate prioritising Year 7 if there is a phased return (subject to government guidance). We will have a week of supported transition first, when vulnerable / SEND students will be able to have the usual 'positive transitions' package or bespoke programme that we normally offer in June.

We are ensuring that the information on our website is more comprehensive than usual in order to try and anticipate common questions.

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### **Nicola Holmes | Head of Year 7/Transition**

As requested, sharing what we are doing for transition from Year 6 to our school.

Obviously, information to parents regarding admission documentation and associated welcome letters.

#### **For the children:**

Letter from Head of Year/Assistant Head of Year with photos to put name to face.

Booklet written by Year 7 – normally distributed by staff visiting primary schools but this year scanned and emailed to Year 6 (via parents). Contains welcome, info on lessons, school day, clubs, events, competitions, school motto, uniform, things for pencil case, canteen, lockers etc.

Current Year 7 will be writing to Year 6.

Will be 'drip feeding' further contact to include photos of school – form rooms and specialist areas, and key info.

Booklet about 'what to do if..' - a handbook will be sent to Year 6.

Intention that the new form tutor will write to their form group with a photo.

Induction booklet –with activities to get ready for secondary school – will be sent later in term (usually given on induction day).

Booklet for parents – changes to expect moving to secondary school.

Working on other ideas – eg contact from student leadership team.

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### **Dan Roberts | Headteacher | Devonport High School for Boys**

As we have normally over 100 primary schools we partner with, we have well-established transition systems which as we closed for lockdown we adapted slightly, see below:

- March - student transition profile completed by all parents electronically with new students
- March - transition data collected by all Year 6 teachers about new students
- April contact with all new families to detail the plans over the next couple of months
- May half term - each student and family received a transition pack through the post which includes specific transition activities completing challenges at home about learning new things about their new school and resources for new parents.

1st June - remote communication - video introductions of transition coordinator, TAs etc, virtual tour of the school, FAQ and explanation of next steps.

- July - Welcome video from tutors, Heads of House, Peer mentors, also online live induction parents session about life at the school for parents.
  - September - physical induction day
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### **James Pullé | Headteacher | Wilmslow High School**

In response to the transition item in the ASCL Coronavirus Briefing 58, please find below two special editions of our school newsletter that have been produced for Year 6 pupils and their parents / carers:

[High Notes Transition Edition – Issue 1 – 12th May 2020](#)

[High Notes Transition Edition – Issue 2 – 27th May 2020](#)

We will be continuing to produce these over the coming weeks and so building a sense of belonging to the community they will be joining in September.

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**Ms L McQuone | Deputy Headteacher | Blackminster Middle School**

I noticed in yesterday's bulletin that you asked for what members' schools are doing around transition. We're a Year 6-8 Middle School, so transition is one of the things we do a lot of!

We've put together a page on our website

(link here: <http://www.blackminster.worcs.sch.uk/index.php?page=transition>) for all new parents. The link has been sent to all new parents by email on at least two occasions, as well as being publicised through First Schools and on our social media feeds. We've put the forms, information about the school, the usual presentation that we'd do on our Intake Parents' Evening, a virtual tour, some activities for children.

It's not as good as the real thing, but we think it does a good job under the circumstances.

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**Carole Herman | Shenfield High School | Alexander Lane | Shenfield**

Things we are doing at Shenfield High School:

- booked welcome phone calls to Y6 child with a place at the school. Parent and child on loudspeaker; info collected allowing staff to discern anxieties, particular needs
  - weekly videos this half term with virtual school tour, clips from current Y7s about their experiences etc
  - student handbook sent out including transition activities
  - we usually have summer schools for Y6 in reforming arts, science, literacy and sport. Planning to extract outdoor activities from each and create an induction 2-day event, half year group at a time to take place in August bank holiday week.
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**Julia Upton | Headteacher | Debenham High School | Suffolk**

Some activities for students to complete at their Primary school.

This includes a “get to know you” task that will be completed and then shared with their peers (see Appendix 1 at the end of this paper for reference).

A Maths and English transition activity. The latter is a book for the students to read – like a collective Year 6 book club. The book is “the boy at the back of the class”. It has themes of acceptance, inclusion and joining a new community, hence the choice is about a connection to transition in more than just an English task. The books will be physically bought by the high school and delivered to the primaries. Some are reading at school, others sending home. It works for students who have not returned in the current phase too.

Primaries keen on all these activities and well-received by parents.

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## **H Dolding | Deputy Head Pastoral | Norwich High School for Girls**

As Deputy Head I have held live virtual meets with all external intake girls, my Head of Year has held virtual meets with groups of internal Year 6 during their Guided Home Learning day.

### **Transition virtual event for new Year 7 intake:**

We have set up a web page for families to view in the afternoon of 22nd June when the event should have occurred in school.

Video welcome posts from Head and Head of Year

Welcome from Form tutors to include video of how to get through the front door on first day, reassurance there will be staff and pupils on hand to welcome. Virtual tour of the school.

Into a live google meet with tutor for brief welcome and wave hello, introduce to all.

Then into breakout google classroom groups for approx. 6 pupils in a smaller chatroom, supported by 6th form for Q&A. 20 mins then into a new chat room, meet more pupils and start up conversations, swap contact numbers etc

More pre-recorded talks from Head of Music, Sports, Chef and School Nurse etc

Images of uniform, what to wear day one and so on.

Main aim: reassure all where to go day 1 (hoping we will be in school!), who their tutor is and meet new friends.

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## **Mrs SL Steer | Acting Executive Headteacher| Wigmore School Academy Trust | Wigmore**

In order to supplement the usual information we are sending out to new Y7 parents and pupils, we are setting up virtual meetings with Y6 pupils and teachers in their classrooms via Microsoft TEAMS.

The idea is myself and head of KS3 will introduce ourselves to pupils (although the majority have met us at taster days in Y5) and give them some information about Y7 and September, they will then have the opportunity to ask questions they have. Parents and pupils will know date and time of meetings in advance to give them chance to prepare questions and any pupils not attending their school currently will be encouraged to send an questions for another pupil/the teacher to ask on their behalf.

We already have a video of our school on our website for Y6 to watch to familiarise themselves with the school as much as possible.

I will be interested to hear other ideas people have.

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## **Pete Jackson | Assistant Headteacher | St Francis Xavier School**

Please find some ideas on remote transition from our school for Year 6 children from Saint Francis Xavier School in Richmond, North Yorkshire.

In order to facilitate a smooth 'virtual' transition we have done the following:

- Made early contact with parents in April to reassure them about how the transition process would work.
  - Have created a dedicated e-mail address for Year 6 Parents to ask questions which comes direct to the Pastoral Team.
  - Created an online survey through Microsoft Forms - an 'All About Me' survey to find out more about the children to help us to get to know them.
  - Liaised extensively with primary school staff to assure transition including SEN transition.
  - Produced a transition video which gives children a 'virtual tour' of our school using some key worker children and also archive footage. It also includes a welcome from key members of school staff.  
- [https://www.youtube.com/watch?v=quyYPV00\\_js&feature=youtu.be](https://www.youtube.com/watch?v=quyYPV00_js&feature=youtu.be)
  - Created a dedicated part of our website for Year 6 Transition - which features a weekly blog about life at our school featuring quotes from Year 7 students.
  - Created a transition work booklet which we have posted out to all of our feeder primary schools which children can complete either in school or at home  
- <https://sfxschool.org.uk/docs/Transition-Workbook-Saint Francis Xavier School 2020.pdf>
  - Encouraged Year 6 children to send us pictures of what they have been doing in lockdown which we have posted onto our school social media pages.
  - Created a Frequently Asked Questions to address questions that families might have  
- [https://sfxschool.org.uk/docs/Y6\\_Transition\\_Frequently\\_Asked\\_Questions.pdf](https://sfxschool.org.uk/docs/Y6_Transition_Frequently_Asked_Questions.pdf)
  - Done some 1:1 phone calls to families who have requested it including speaking direct to children who want to find out a bit more about life at our school.
  - We also plan to do telephone conversations with primary staff to find out more about the children and also to do some Zoom Question and Answer sessions to replace the primary transition days
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### **Chris Goodall | Deputy Headteacher | Epsom and Ewell High School**

We have put this together at our school and it has been praised by the local authority, so thought I'd share. Happy for you to share further if helpful.

- Flipbook guide that was sent to parents advertising the transition programme: <https://bit.ly/EEHS7transition>
  - See the year 7 transition page on our website for the completed activities: <https://www.epsomandewellhighschool.com/477/year-7-transition>  
(If you click on the links below the guide you will be taken to the various videos and presentations.)
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### **Ms E Forde | Headteacher | Pursley Road | Mill Hill | London**

Just wanted to share a few things we have done, not radical at all!

- We filmed a 3-minute clip for our incoming students with EHCP featuring our SENCO who gives them a virtual tour of the Dept and shows some girls in homework club and a yoga class we run
- We had a Year 7 film that was made last year which has been sent in a link to all Year 6 families along with a booklet for them to complete providing info about themselves
- We then had a link to our website which gives a virtual tour of some of our nicer spaces
- On 22 June every family will get a phone call to check in and welcome them to Cophthall
- We have a dedicated Year 7 transition page on our website.

Like I said, nothing radical but sharing anyway.

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### **Derek Peeples | Headteacher | Park House school**

Further to today's briefing, please find below the link to the transition portal we have developed at Park House in conjunction with Ed Tech partners Aspire2Be and InspireU, and safeguarding specialist SafeToNet:

<https://parkhouseschool.inspireu.global>

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## **Mark Tilling | Headteacher | High Tunstall College of Science**

Please see our Year 6 section and videos

<https://htcs.org.uk/year-6/>

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## **Dawn German | Assistant Headteacher - Raising Standards Leader Harrow Way Community School | Harrow Way | Andover**

We thought long and hard about how we would manage the transition process this year. We have liaised carefully with all the primary schools who will be sending children to us so no child is left out. We've created a number of resources to share with schools, who in turn will share with any child unable to attend their provision. This includes:

- a virtual tour of our school, led by the Head of Year. As he walks around the school, he shares little tips to allay normal worries that Y6 children have about transfer (getting lost, workload, being bullied etc);
- current Year 7 students (past students from each primary school) have recorded short messages about their experiences of transition in order to comfort and reassure Y6 anxieties.
- Meet your Tutor videos: all the new tutors have created a brief and pithy introduction to themselves so the children can get to know them. In turn, they ask questions and have encouraged the children to write to them with information about themselves;
- a Who's Who puzzle activity: a presentation with all the key faces that the students will meet in September with a series of puzzles to 'test' their memories and help the children become familiar with our staff
- a Visual Timetable: we usually make these for students who have a diagnosis of autism, but we thought this might be helpful for the children to see how the school day is broken down. We included a map of the school so the children could plot the route from one classroom to another
- Your curriculum: Heads of Departments have made short videos to inspire the children and give them a glimpse of the learning opportunities they will have in September.
- Virtual Q&A - the Head of Year will use Google Meet to 'appear' in classrooms and talk to Y6 pupils about coming to our school. The pupils will also have the opportunity to ask questions.
- we always give the children a book on Induction Day that they will study in September. This year, we have printed a label "A gift from Harrow Way", stuck them in the books and taken them to the primary schools. The Head of English has recorded himself reading each chapter of the book so the children can listen to or read along with him if they choose.
- \*we are also exploring an alternative end of Year 6 celebration with the primary schools, as of course these children have missed out on the usual end of year play, Sports Day and discos, that we hope will take place in September....or possibly October.

Alongside this, we have worked hard to communicate with our new families.

- A welcome email before half term to inform them about virtual transition opportunities
- Google Forms so parents could share concerns or questions they have now

- Welcome Handbook sent earlier than usual
- bespoke page on the website for New Intake, including a welcome message from the Headteacher, the Head of Year and our Student Leadership Team
- The Harrow Way Journey shared on Youtube - a compilation of photos tracking the experiences of a typical student through our school from initial days, personal development, educational visits and residential trips through to exams, Prom and results
- a personal letter to each student from the Headteacher so they feel acknowledged and welcomed.
- we have included new families in our weekly E-News, our parent bulletin

Instead of Induction Evening this year, we are moving everything online.

- Online lessons beamed to the Year 6 classroom
- Webinar for parents (with invitations to disadvantaged families who do not have the equipment at home, to come into school)
- Tutor Webinar
- SENCO Forum throughout the day so that parents can check in with our SENCO to discuss the provision that will be put in place for their child

And lastly, we subscribe to PiXL so were delighted to offer their transition project - Be Awesome, Go Big - to all our primary schools. We have set up a challenge for the children to complete a number of activities, which will be rewarded with a certificate they can add to their personal portfolios.

As well as this, we had looked tentatively at offering some children the opportunity to visit our school, if only for short visits to one classroom then I heard Geoff's comments that this is contrary to the guidance. I'm so glad I watch these briefings now!

June 2020

This paper is provided for general information purposes only and does not constitute legal or professional advice. You rely on this information at your own risk. For specific advice relevant to your particular circumstances, please contact your employer's HR service or legal advisers.

## Appendix 1

Getting to know you task from **Debenham High School | Suffolk**

### Getting to know you!

**TASK:** We would love to get to know you all better before you join Debenham High School in September. We think it would be a great idea to complete a 'getting to know you' activity. Once we have received them from each of you, we plan to share these with your Form Tutor and with the rest of the students in your form group. Hopefully, this will give you the chance to feel like you know some interesting facts about your peers before meeting them all in person.

We would love to know what you've been up to over the past few months of lockdown, your hobbies, interests, skills, those who you are closest to, in fact feel free to include anything else you would like us to know that helps us to get to know you!

Below, I have included a simple template for you to follow. Please don't feel like you have to use this, it is only there if you are stuck for ideas. If you wanted to, you could use your imagination to create your own 'getting to know you' letter/biography/mind map/blog etc. However, remember we would like to share this with other students and teachers so it does need to be something we can send on easily! We would also love for you to attach a 'selfie' or picture. This will help other students and your Form Tutor put a face to the name.

Please remember, this is not anything that will be marked or judged- it is just for us to feel connected. 😊

My name is: The Primary School I attended is: My favourite thing in the whole world is: I live with: The funniest person in my house is.. If I was going to meet the Queen I would wear...
I am very proud of the fact that this year I managed to/learnt to .... My top three qualities are: I enjoy... I don't enjoy...
When I move to High School I am a little worried about ... Or One thing I don't want to happen is...
When I move to High School I am really looking forward to... Or I can't wait to... Or I would like to get involved with...
<i>If you have any pictures, please feel free to include them!</i>