



# Cluster Transition Plan

2023-24



## STATEMENT OF AGREEMENT

This Transition Plan is a product of a joint agreement between Y Pant Secondary School and its partner Primary Schools.

Listed are the schools in the cluster and the Headteachers.

Brynnau Primary- Beth Atkin

Llanhari Primary – Emma Coates

Llanharan Primary –Bethan Price

Pontyclun Primary – Hugh Roberts

Tonysguboriau Primary – Tracey Harries

Dolau Primary – Gareth Evans

Y Pant Comprehensive School –Bev Cheetham

Transition Co-ordinator – Sarah Frederick

The enclosed plan has been agreed by all the relevant governing bodies.

The specific actions of the current transition plan of 2023-24 focuses mainly on Upper Key Stage 2 together with Key Stage 3 and include aspects of the pedagogy input upon the learning continuum from Early Years to Key Stage 5.

This plan was published in September 2023 and will be reviewed in July 2024.

Consultation with parents and pupils on the effectiveness of this plan will be conducted verbally in Parents Evenings, through discussions with pupils from Year 5, Year 6 and Year 7 and via School Council

1. Proposals generally for managing and co-ordinating the transition of learners from the feeder primary schools to the secondary school

Target	Actions	Success Criteria	Responsibility	Timescales	Resources	Costs	Monitoring and evaluation	Review
Cohesive plan outlining transition events for the year including event to encourage team building	A comprehensive plan to be shared with primaries. 4 Transition days to be held throughout the academic year. Initially for pupils from Y6 in the autumn term, to extend to Year 5 in Summer term. Transition days to model Curriculum 22 and incorporate vision and ethos of the Curriculum for Wales. The days will follow the AoLE's.	Broad strategically planned transition processes to benefit all pupils	SF (Y Pant) to share plan  Primary schools to provide feedback	September 2023 – July 2024	To be agreed	Buses Resources / Printing costs	Circulate to Primary Schools in Cluster meeting (Oct 2023)  Feedback from Primary Schools (after each transition day)  View point of pupils discussed in primaries and during Y7 co-ordinator's visits	Feedback from Primaries received July 2024 – suggestions implemented.
Open evening for year 6 pupils and parents	Y Pant organise an open evening and send invites to primary schools  Primaries to distribute invitations to year 6 pupils / parents	Parents and pupils are given the opportunity to look round the school before making their final choice. Interactive tours of school following presentation	SF (Y Pant) to inform Primary schools of the dates / details  Primary schools to circulate/distribute information	October 2023 – Year 6  June 2024 – Year 6  July 2024 – Year 5	Materials for demos  Letters to parents	Printing costs	Informal feedback from parents on the night.  Feedback from primary schools.  Questionnaire sent to parents.	<i>Following each event</i>  <i>Final review – July 2024</i>

		from the Headteacher.						
<p>Effective dissemination of information to parents of pupils transitioning up to Y Pant.</p> <p>Encourage active involvement of parents with the transition process where appropriate.</p>	<p>Earlier contact with parents at Y Pant (Y6)</p> <p>Production and distribution of information leaflet for parents- Transition booklet and presentation from staff to parents and year 6 pupils.</p> <p>Y Pant web site accessible for all</p> <p>Published dates on Y Pant website</p> <p>Flyers delivered to primaries for distribution to parents</p> <p>Twitter as a forum to advertise/ remind/ raise awareness</p>	<p>All parents have established positive partnership with Secondary School prior to transition which in turn supports their child</p>	<p>SF (Y Pant)</p> <p>Primary schools to circulate/distribute information</p>	<p>Sept 2023-July 2024</p>	<p>Preparation and printing</p>	<p>Printing costs</p>	<p>Improved communication between Y Pant and Y7 parents</p>	<p><i>Following each event</i></p> <p><i>Final review – July 2024</i></p>
<p>Develop a common format for data transfer across all schools</p>	<p>Continue to develop a cluster wide data tracker system using SIMS.</p> <p>School to agree common assessments to include in tracker.</p>	<p>Effective and consistent data transfer for all primaries in the cluster to Y Pant</p>	<p>Primary Head Teachers and SF Y Pant</p>	<p>September – July 2024</p>	<p>SIMS support</p>	<p>Staff cover for meetings</p>	<p>SIMS tracker in place</p>	<p>July 2024</p>

Effective engagement and understanding of MAT / ALN activities at Y Pant.	Information shared with Y6 parents during open evening in Autumn term in Y Pant.  Transition booklet published for new parents to be disseminated in transition evening.	All pupils are suitably challenged on entry to Y Pant	RY (ALNCO at Y Pant)  SF (Y Pant) – transition booklet.	October 2023– July 2024.	On entry pupils familiar with peers from neighbouring primaries, staff and the school environment	Printing of transition booklet.	Information shared with Y6 parents in open evenings.  Specific information gained from primaries in June.  Transition booklet published for new parents.	<i>Following each open evening.</i>  <i>Final review – July 2024</i>
Continue with quality contact between pupils from Y7 and Y6	Y7 pupils visit primaries to talk with Y6 pupils, Y6 pupils accompanied on visits to Y Pant by Y7 pupils School Council reps to join meetings	Addressing of personal concerns, which could become learning barriers, prior to transition through structured contacts with pupils from the Secondary School	SF (Y Pant) – lead SLT  Y7 progress team (Y Pant)	Spring and Summer 2024	Transport	£300	Circle time between Y7 and Y6 pupils without teacher  Pupil evaluations	<i>July 2024</i>
Transition/ Innovation days	Y Pant to arrange Curriculum style co-construction days. Interactive, collaborative and innovative workshop days in line with AoLE's.	All Year 6 pupils have experiences in line with curriculum 22 vision. AoLE familiarisation. Interactive engagement opportunities.	SF (Y Pant) to arrange transition days  Primary schools to circulate/distribute information and accompany Year 6.	November 2023  February 2024  June 2024  July 2024	Teaching resources	£300	Evaluation of the project by teachers and pupils after each day.	<i>July 2024</i>

Pupils to engage in key Y Pant events.	Pupils to be invited to attend lower School production.	Familiarisation with school and interaction with staff and pupils.	SF (Y Pant) to send invite to Primary schools.  Primary schools to circulate information to parents.	February 2024 – Y Pant lower school production	Supply cover for PA teachers	£600	Pupils able to talk about their visit and have familiarity with the terminology used in such lessons in Y Pant	July 2024
Pupils to be engaged with pupils from across the cluster and for Y Pant pupils to be an integrated part of the transition process	Sports Day to be held at Y Pant for years 5/6 from cluster primaries. Y Pant pupils to be involved in the delivery of events planned for sports day.	Familiarisation with school and interaction with staff and pupils.	SF (Y Pant) to arrange the day at the school and coordinate pupils from Y Pant.  PE department at Y Pant.  Primary schools to collaborate to suggest competitions and prepare the pupils.	July 2024	Activity costs/ equipment/ resources	Arrangement of day.	Feedback from pupils on the event.  Pupils are familiar with staff/school.	July 2024.

## 2. Proposals generally for how continuity of learning will be achieved through curriculum design and planning for learning and teaching for learners in Year 6 transitioning to Year 7

Target	Actions	Success Criteria	Responsibility	Timescales	Resources	Costs	Monitoring and evaluation	Review
To develop a shared expectation of assessments required for learner	All cluster Assessment coordinators to meet (inc. SF from Y Pant) develop assessments to aid transition.	Assessments agreed. Data tracker developed to share data within and across the cluster. (see section 3)	Assessment coordinators and HT SF to coordinate dates	Sept 2023 – July 2024	Support from RCT SIMS department	Supply cover – collaboration funding	Agreed assessments in place – included in data tracker.  Minutes of meetings.	July 2024

progression yr6 – yr7								
To develop opportunities for continuity in learning from year 6 – year 7 – academic year 23/24	Joint cluster Welsh project that spans year 6 2 <sup>nd</sup> half summer term and year 7 1 <sup>st</sup> half autumn term.	To develop bridging activities between year 6 and 7 to aid transition.	Cluster Welsh group – HT and SF to coordinate and agree a focus	May – July 2024	Welsh leads and SF (Head of Welsh) at Y Pant	Staff cover for meetings	Agreed project in place. L2L feedback  Minutes of meetings.	September 2023 – project outlined
To develop opportunities for continuity in teaching from year 6 – year 7	Y Pant teachers to teach individual cluster school year 6 classes – Literacy, numeracy and Spanish sessions to be delivered throughout the year.	Y Pant teachers have an understanding of standards and expectations of pupils.  Primary teachers benefit from the modelling of the lead practitioners.	HT and SF to coordinate dates	Sept– July 2024	Resources required by Y Pant staff	Supply costs	L2L and staff	July 2024
Collaborative Inset opportunities across cluster	Joint Inset day to be arranged for February 2024 where schools can engage in sessions to enhance knowledge and skills in different areas of the Curriculum.	Y Pant staff to deliver sessions.  Primary staff have greater awareness of knowledge and skills within a particular area of teaching.	SF (Y Pant) to coordinate staff at Y Pant from the Curriculum areas specified by the Primary Schools where possible.  Primary schools to arrange for staff to attend the Inset.	February 2024	Resources required to deliver the sessions	Cost of resources.	Feedback from staff.	February 2024

3. Proposals for how each individual pupil's progression will be supported as they transition from primary school to secondary school

Target	Actions	Success Criteria	Responsibility	Timescales	Resources	Costs	Monitoring and evaluation	Review
To ensure consistent transfer of data	Develop a cluster wide data tracker system. Schools to agree common assessments to include in tracker.	Effective and consistent data transfer for all primaries in the cluster to Y Pant	Primary Head Teachers and SF at Y Pant	September 2023-July 2024	SIMS support	Supply cost for meetings	SIMS tracker in place	July 2024
To maintain accuracy of transfer of data	Relevant staff to use data to inform decisions on setting pupils  National Test Data to be available	Pupils accurately placed	ID (Y Pant)  Primary staff	June 2024	National tests	£500	Evaluate and scrutinise data	July 2024
Effective engagement and understanding of MAT / ALN activities at Y Pant.	Specific information gained from primaries in June.  Information delivered during transition evening presentation event for year 6 into year 7 parents	All pupils are suitably challenged on entry to Y Pant	RY (ALNCO Y Pant)  Relevant teachers at Y Pant  Primary staff	Autumn 2023			All pupils are suitably challenged on entry to Y Pant  On entry pupils familiar with peers from neighbouring primaries, staff and the school environment	July 2023



To continue to ensure consistency and accuracy of assessment	In- school review of portfolios and joint moderation and standardisation of pupils work development activities  Relevant teachers to attend moderation and standardisation meetings In- cluster review of work and joint moderation and standardisation	Assessment of pupil's attainment in the core subjects accurate	Yr 6 teachers  Relevant teachers at Y Pant	Autumn 2023 Spring 2024 Spring 2024 Ongoing	Portfolio of work	Supply cost	Relevant staff to discuss impact with teachers back at relevant schools  Headteachers meet with relevant teachers from Y Pant to discuss accuracy of Teacher Assessments	July 2024
Development of common policies and procedures for supporting children with special needs	Common policy development for Child Protection, ALN, etc.	The cluster following the same policies, adjusted for individual school circumstances	Primary HTs	Spring 2024	Policies		Common policy development for Child Protection, ALN, etc. Shared funding via ANF panel	July 2024

#### 4. Proposals for how the learning needs and the well-being of each individual pupil will be supported as they transition from primary school to secondary school

Target	Actions	Success Criteria	Responsibility	Timescales	Resources	Costs	Monitoring and evaluation	Review
Relevant information that ensures that	Primaries collate information to pass on to Y Pant	All relevant information provided to	Primary staff	June 2024	Staff time (supply costs)	8X £145 TOTAL £1160	Assessment co-ordinator has early access to	July 2024

individual pupils with learning difficulties are known and their needs can be met, including information on attendance.	Arrange meetings with ALENCO to transfer ALN information More emphasis on provision for more able pupils	ensure continuity and progression for all pupils, including pupils with ALN, at transition All staff aware of the needs of pupils with ALN and differentiate accordingly					relevant data to ensure progression for pupils from entry into the Comp. Provision that is differentiated- overseen by ALENCO	
Excellent ALN liaison to ensure that ALENCO from Y Pant can arrange the links required for parents and pupils.	ALENCO attend annual reviews, meet parents and pupils with SEN, organise special visits to Y pant, liaise with primary teachers and support staff	An improved provision in quality and quantity of support for pupils with additional learning and social needs	RY (ALNCO Y Pant)	September 2023	Supply cover for SENCOs		Pupils with additional learning needs, behaviour and social difficulties are monitored by staff at Y Pant	July 2024

5. proposals for reviewing and monitoring the impact of the transition plan in respect of how:

- it has helped achieve continuity of learning
- it has helped support individual learner progression

Target	Actions	Success Criteria	Responsibility	Timescales	Resources	Costs	Monitoring and evaluation	Review
Regular review of transition plan to ensure it is a working document	Review of transition plan added to agenda of every cluster meeting	Plan adhered to, regularly discussed, and updated accordingly	Cluster HTs and SF	Sept 23- July 24	Cluster transition plan	n/a	Plan monitored half termly and formally evaluated annually.	July 2024

The consistent transfer of data has supported the continuity of data and learner progression	A cluster wide tracker system using SIMS is in place. Schools agreed common assessments to include in tracker.	Effective and consistent data transfer for all primaries in the cluster to Y Pant	Primary Head Teachers and Assessment coordinator Y Pant (I Dyson)	September– July 2024	SIMS support	½ day each school	SIMS tracker in place	July 2024
To ensure the transition plan meets the needs of pupils	Carry out a L2L questionnaire with Year 6 pupils to ascertain the preparedness of pupils – anxieties and uncertainties identified.	L2L information informs transition planning	SF to create Microsoft form to collect responses. Link to form shared with primaries to distribute to pupils. SF to share findings with primary colleagues.	June – July 2024	Microsoft form	n/a	Microsoft form responses analysed and shared.	July 2024
To ensure the transition plan meets the needs of pupils	Carry out a L2L questionnaire with Year 7 pupils to ascertain the effectiveness of the transition plan	L2L information informs transition planning	SF to create Microsoft form to collect responses and share findings with primary colleagues.	September – Dec 2023	Microsoft form	n/a	Microsoft form responses analysed and shared.	Dec 2023
To ensure the transition plan meets the needs of pupils and families	Carry out a L2L questionnaire with Year 7 parents to ascertain the effectiveness of the transition plan	L2L information informs transition planning	SF to create Microsoft form to collect responses and share findings with primary colleagues.	September – Dec 2023	Microsoft form	n/a	Microsoft form responses analysed and shared.	Dec 2023