

Longdean School



Primary Liaison Policy

Reviewed: October 2008
Ratified: November 2008
Next review: October 2011

Primary Liaison Policy

Policy Statement

Longdean School is committed to liaising closely with our feeder primary schools, in order to ensure that students experience a smooth transition between year 6 and year 7, to enhance the learning opportunities of students in our feeder primary schools, to enhance the impact of our Mathematics and Computing specialism, and to encourage Community Cohesion in the local area. It is imperative that our work focuses on pedagogy so that student learning opportunities are maximised as they move from Primary to Secondary Education.

Aims

We aim to:

- Facilitate the exchange of student information between feeder primary schools and Longdean, both in person and electronically.
- Facilitate a smooth and happy transition between primary and secondary school, giving particular support to vulnerable students.
- Meet regularly with representatives from our main feeder primary schools in order to discuss issues of mutual interest.
- Support and enhance the curriculum in feeder primary schools, particularly in Mathematics and ICT, but in other subject areas as well, and to enable primary students to access Longdean facilities.
- Enhance the reputation of the school within the local community.

Implementation

Transition

- The Year 7 Pastoral Director of Learning (PDoL) visits each feeder school during the Summer Term, where information about the students is shared and issues are raised. A HLTA from the SEN department is also in attendance to ensure that support programmes can continue once students start at Longdean.
- There are special transition arrangements for students in the Speech and Language Base. This process starts during the September of the year before the students start at Longdean. It involves the Speech and Language Co-ordinator sitting in on Panel meetings, schools visits by parents and students during the year and attendance at the 6s and 7s club which runs during the Summer Term to aid transition of the most vulnerable children.
- There is ongoing communication with primary school as appropriate to help with the transition process initially and the period beyond.
- Towards the end of the Summer Term, the school runs a Year 6 Taster Day, where students meet their new form and form tutor and experience some lessons, to give them a taste of what it will be like for them. There are plans to extend this to two days during the coming year, to allow students to reflect on the experience of the first day and to experience other subject areas.
- There is a New Parents' Evening prior to transfer to enable students and parents to meet form tutors and other members of staff involved in the transition process. This is followed by a Year 7 Settling-In Parents' Forum early in September, and a parent/tutor meeting early in October.

Communication

- We hold a Primary Liaison Meeting with primary colleagues once per term. The agenda for this includes reviewing any support or special projects that have happened and planning further collaboration, and items are led by Longdean staff and primary colleagues.
- The agenda for these meetings includes discussion of pedagogy, to ensure that the teaching and learning experience of year 6 students continues and develops during Key Stage 3. We recognise that primary and secondary schools have a lot to learn from each other in this area, particularly in light of curriculum changes in Key Stage 3.
- The agenda is set by mutual agreement between the concerned parties and is organised by the Director of Specialism. The Key Stage 3 Co-ordinator, the Head of Year 7 and the KS3 Co-ordinators in Mathematics and ICT also attend these meetings.
- Primary Liaison developments are reported to the Governors' Curriculum Committee.

Specialist College

- As part of the Specialist College plan, Mathematics and ICT teachers at Longdean have allocated time to work alongside primary colleagues in our main feeder schools, in order to support students and enhance the curriculum.
- The deployment of these staff is mainly with students in years 5 and 6, and is decided upon in consultation with the class teacher. The main focus is to raise achievement in Mathematics and ICT.
- Longdean is also able to offer local schools some technical support in ICT.
- Primary colleagues are asked to report on the impact of this support at the end of each school year.
- Longdean runs a Mathematics Master Class for local year 5 and 6 students and their parents. This is based at Longdean and takes place once per half term. The aim is to extend the learning opportunities of more able Mathematicians beyond the scope of the primary classroom.
- Longdean also offers other support opportunities for primary students, colleagues and teachers, parents/carers including "How to support your child in Maths", "Securing level 4 in KS2 SATs" and "How to run your own Maths support group".

Curriculum

- Beyond our subject specialism, all departments at the school are expected to embark on some sort of primary link work at least once during the school year. This includes provision in some areas for Gifted and Talented pupils.
- The Primary Schools Sports Co-ordinator (Nigel Merrett) organises many events involving primary students, including golf, cross-country and lacrosse. Longdean School students assist at these events as part of the Sports Leadership Award.