

2013

# PRIMARY/ SECONDARY LIAISON



'Aim for the Highest'

## POLICY DOCUMENT

## Primary Secondary Liaison

### The main purpose

Is to ensure a smooth transition from primary to secondary school. The transition should be meaningful and should benefit every child. Every child should “make a successful move to the next stage of learning” and “experience challenge and enjoyment” (CfE Health and Wellbeing purposes).

The associated primaries involved in the transition are:

- Ladywell primary
- Knowetop primary
- Glencairn primary

Transition between these primaries and Dalziel takes place over the course of the session. However, other primaries will also be involved via parental placing requests. There is a tight turnaround for transition activities with these additional primary schools, as placing requests are not confirmed until May/June each year. It is the aim of Dalziel to ensure that all pupils, regardless of primary school, experience meaningful transition prior to starting high school.

### Who is involved?

Primary/Secondary staff, and where children have an additional support need, social work, speech & language therapy, the educational psychologist and Health professionals, would liaise to ensure a smooth transition.

### Cluster meetings

Cluster meetings take place regularly over the course of a session in order to discuss transition. Those in attendance are:

- Depute head in charge of liaison
- Secondary Head Teacher
- Primary Head Teachers from each of the associated primaries
- Other staff as required

These meetings are initiated by the Dalziel High school and an agenda is issued. Each member feeds into the agenda as required.

The agenda focuses on:

- A discussion and review of last session’s transition
- Feedback from the new S1 pupils about what worked and did not work
- Discussion of pupils and levels
- Transition activities for the coming session
- Any new initiatives to be piloted
- Any other relevant business

### Transition activities

Liaison falls into two different categories: Subject and Pastoral/familiarisation. Transition should deal with both areas.

Activities include:

- Ongoing cluster meetings
- The Science Fayre – started in January and a real benefit to the primary pupils involved
- HART transition meeting – to discuss pupils with specific needs

- Primary 7 games evening – at Dalziel High school. Teachers and senior pupils involved, so that p7 pupils can familiarise themselves with many faces they will meet.
- Parent information evening – at Dalziel. Allows parents and p7 pupils to familiarise themselves with the school and the departments. This is an opportunity to ask questions and meet lots of members of staff.
- Parent information evenings – at each of the primary schools. Secondary head teacher and members of the senior management attend, along with some S1 pupils who present to the primary parents about their transition experience.
- Secondary teachers visiting primary schools to meet with teachers and/or pupils.
- Two day visit to secondary school in June for all primary 7 pupils. S1 pupils are also involved in this: being guides for the visitors.