



Lochaber Associated Schools Group Transitions Policy

Introduction

The Lochaber Associated Schools Group is dedicated to facilitating a seamless transition for P7 pupils entering high school. Aligned with Quality Indicator 2.6 of How Good is Our School 4, this transitions policy emphasizes collaborative planning and delivery, support for learners and their families, and the promotion of continuity and progression in learning.

The member schools within the Lochaber Associated Schools Group include Caol Primary School, Lundavra Primary School, Bun-Sgoil Ghailhlig, Banavie Primary School, Inverlochy Primary School, St Columba's Roman Catholic Primary school, Spean Bridge Primary School, Invergarry Primary School, and Lochaber High School. Additionally, we collaborate with other primary schools outside the catchment area, such as St Bride's Primary school, Glencoe Primary School, Ballachulish Primary School, and Acharacle Primary School.

Overview

Our Associated Schools Group has developed a comprehensive and agreed programme of transition arrangements. These carefully planned events are spread throughout the school year, with significant consideration given to the purpose and impact of each event. Adopting a comprehensive approach, we prioritize the mental, emotional, social, and physical needs of our young learners during this critical phase of their educational journey.

Transition Programme

The transitions programme unfolds over several key stages:

1. Welcome and Introduction to the Transitions Programme (September)

An introductory email is disseminated to all members of the ASG, outlining the planned transition events. This includes information about Enhanced Transition dates, the Transition Presentation, P7 class visits to LHS, and the upcoming Induction Week.

2. Enhanced Transition (November-April)



Led by H. Al-Khairulla and C. Drain, Enhanced Transitions identifies pupils who may have additional support needs or transitioning anxiety. These pupils visit LHS multiple times throughout the year (typically 4-5 visits). Primary schools inform LHS about the dates and number of pupils visiting, and P7s can attend any number of visits they or their current school deem appropriate. The visits include a comprehensive tour of the high school. Furthermore, when there are young people with a high level of additional support needs in either P6 or P7, LHS staff attend Child's Plan meetings and undertake classroom observations. For pupils who require further support, a JAG meeting will be convened to discuss pupils being allocated to specific bases in Lochaber High School such as Glencoe House, Mamore, or the Pupil Support Base.

3. Transition Presentation (January-February)

Conducted by H. Al-Khairulla and C. Drain, visits are arranged to P7 classes across individual primary schools. H. Al-Khairulla presents to each P7 class while C. Drain explores Additional Support Needs information and other relevant details with the P7 class teacher. This information is then shared with relevant staff members.

4. P7 Medical Information

A review of the P7 pupil medical information held on SEEMiS should be completed by primary schools before the holidays in April. This will ensure that up-to-date medical information is stored on SEEMiS for the transition period. This will ensure that the correct Staged Intervention Level, Student Need List and Persons Providing Additional Support information is stored on SEEMiS for the transition period. Any pupils with significant health issues such as diabetes, anaphylactic allergies, seizures etc should be highlighted on an individual basis during ASN discussions between LHS and P7 staff. Changes can still be made to medical information and the personal tab between our return from April holidays to the summer holidays. However, any significant changes during this period should be highlighted to LHS.

5. P7 Class Visit to LHS (May)

Primary schools are contacted separately to arrange a suitable time for their P7 class to visit the high school prior to Induction Week. During this visit, P7 pupils tour the high school.

7. 'Mission Transition' Booklets (May)



All P7 pupils receive a 'Mission Transition' Information and Tasks booklet at the end of their whole class visit to LHS.

7. Class Allocation (May)

Information regarding friendship groups, ASN, CP level, and other factors are considered when forming the class lists for the upcoming S1 pupils.

8. Class Allocation into SEEMiS (May)

Class lists are sent to M. MacDonald to create classes and timetables on SEEMiS.

9. Welcome Pack (May)

Welcome packs are created for every P7 pupil, including their timetable, canteen PIN, and other necessary forms for parents/carers to sign and return.

10. Information Letter to P7 Parents (May/June)

A letter is shared with all feeder primary schools to be distributed to all P7 parents/carers. The letter contains information regarding Induction week, school buses, canteen, and a primary 7 Parents' Information Evening. It is at this time, when primary partners release pupils' names in SEEMiS so they can be accessed via provisional enrolments in LHS.

11. Induction Week (June)

Provisionally enrolled P7 pupils attend the high school for a week. A programme is circulated to all LHS staff, and pupils receive their timetable and other essential information.

12. ASG Tracker (June)

Primary schools send their P7 tracking data to S. Steele, who then shares this information with all Principal Teachers for further discussion within departments. SNSA, November



13. P7 Parents' Information Evening (June)

Held on the Thursday of Induction week, this evening begins with a presentation delivered by several staff members. Parents have the opportunity to ask questions and speak with their child's guidance teacher in break-out areas around the school.

14. P7 Numeracy (All Year)

Led by J. Calderwood, P7 teachers are encouraged to email any questions/queries throughout the year. P7 teachers also have the opportunity to arrange a visit to LHS for their own CPD. The Maths Department encourages P7 teachers to enter their pupils into Maths challenges and offers two subscription packages (Numeracy Workout and TTRockstars) for all P7 pupils. SNSA data is sent from all ASG primary schools to allow S. Stewart, Depute Head Teacher, responsible for data analyses and self-evaluation, to add performance data to the LHS Dashboard to help inform learning across the curriculum. From this information, the Maths Department targets common topics that are causing pupils difficulty.

15. P7 Literacy (All Year)

Led by J. Hume, specific details are yet to be confirmed.

16. P7 Jotters (Jan-June)

J. Calderwood and J. Hume ensure that all P7 pupils receive literacy and numeracy jotters during this period to capture their work. These jotters come up to the high school during Induction Week.

17. Numeracy and Literacy Visits (Apr-May)

Arranged during study leave, visits by Maths and English Teachers gather more targeted information regarding numeracy and literacy performance of pupils.

18. Library Visits (Apr-May)

Arranged with the English Department, these visits include an introduction to the library and the HLH Library service.



Additional Activities

Our Lochaber Schools Wind Band creates opportunities for young people across our community to practise their musical instruments together and perform at concerts at Lochaber High School. Additionally, there is an annual programme of sports events for primary pupils, fostering interaction with peers from other schools and high school pupils involved in leading and managing the events. This includes events covering all four Lochaber clusters, such as the annual P7 basketball festival, where participating pupils are organized into mixed teams, led by a senior student undertaking the Sports Leadership Award.

Conclusion

Lochaber Associated Schools Group's Transitions Policy embodies a holistic and collaborative approach, ensuring a smooth transition for P7 pupils. The programme, spanning from September to June, reflects our commitment to supporting learners and their families, collaborative planning, and fostering continuity and progression in learning. This policy aligns with Quality Indicator 2.6 Transitions of How Good is Our School? (4), focusing on arrangements to support learners and their families, collaborative planning and delivery, and continuity and progression in learning.



Appendix 1

Highlife - Primary Festivals						
Festival		Date	Venue	Age Group/Class	School	Further Info
Cross Country	Friday	Tuesday 3/10/2023	Nevis Range	P6/7	Lochaber Primaries	3 boys - 3 girls
Basketball	Saturday	Saturday 25/11/2023	LHS	P7	Fort William Primaries	Transition event for all P7s going to LHS
Dance Platform	Wednesday - Friday	22-11-2023 - 24-11-2024	LHS	P1 - S6	Fort William Primaries plus guests	Groups from afterschool clubs
Badminton	Tuesday	13/02/2024	LHS	P6/7	Lochaber Primaries	2 boys - 2 girls
Swimming Gala	tbc	tbc	Lochaber Leisure Centre	P5/6/7	Lochaber Primaries	3 individual events for boys and girls plus mixed relay.
Rugby Festival	Wednesday	08/05/2024	Rugby Club	P4/5/6/7	Lochaber Primaries	P4/5 and P6/7 teams
School Sports	Monday	27/05/2024	George 5th Park - beside the pool	P5/6/7	Lochaber Primaries	There will be track and field events this year.

