

MERE SCHOOL

Procedures for Secondary School Transfer

The transition from primary school to secondary school is crucial and Mere School aims to make this process as joined-up and cohesive as possible. The continuation of strong relationships between the child, primary school, secondary school and parents is of paramount importance.

Gillingham School is the catchment secondary school for children attending Mere School – the majority of our pupils transfer to this school.

- SEPTEMBER – parents are invited to attend an information evening at Gillingham School.
- OCTOBER – parents fill in an application form for their chosen school and submit it to the LEA.
- FEBRUARY – parents are informed of their allocated school.
- APRIL – transfer documents and a form from the music department arrive in school. Our year 6 teacher completes these forms ready for collection.
- JANUARY – JUNE – Gillingham School transfer co-ordinators in Literacy and Numeracy visit Mere School to observe the year 6 pupils and discuss issues relating to the children. More able sessions are also run for selected pupils.
- JUNE – the Assistant Head Teacher, SENCo and head of year 7 visit the year 6 class to share information about Gillingham School and the induction day with the children and distribute leaflets and a pen pal letter. The year 6 teacher discussed individual pupils with the team from Gillingham and the completed transfer forms are given to the staff from Gillingham.
- JULY – our year 6 children attend an induction day at Gillingham School.
- JUNE - any testing is completed for Gillingham School.
- JULY - relevant data is transferred to Gillingham School.

Our two schools keep in regular contact for the benefit of our pupils. The staff from Mere School are invited at regular intervals to observe pupils that have transferred from this school or link across our curricular areas. The head teacher attends Gillingham Pyramid meetings.

These guidelines will be kept under regular review as our procedures develop.

June 2011

Review: June 2014

