

Transition Commission Action Plan

Strategic Action	Actions for Improvement	Lead Officer	Planned End Date	Status
Develop a formal, structured borough wide transition policy	Agree guidelines and timelimes for Transition procedures. All schools and the LA to 'sign up' to the agreement. No schools should opt out!	AD/RT/CC/CH	Jul-08	
	Identify a 'Transition Champion@ in every school and within the LA. The 'Champion' will be the formal point of contact for all future transition developments and will be the school's representative on the Transition Action Group (TAG). Membership of TAG to be agreed by 31/3/08 and group to meet in early Feb 08.	AD in consultation with schools.	31-Jan-08	
	Ensure that the agreed Transition procedures include the offer of a 'Core Package' for all Darlington young people on transfer to Y7.(See Core Package proposal below). The Core Package to be available to all Darlington's young people which ever secondary school they transfer to.	AD/RT/CC/CH	01-Jul-08	
	Ensure that all adults involved in the transition process are clear as to their own roles and responsibilities within that process. Developments to include a yearly plan re transition meetings for all school staff which identifies release time etc Sub Group of TAG to develop.	AD/RT/CC/CH	01-Jul-08	
	Further develop the LA team around transition and report on progress to TAG and Joint Consultative Group (JCG). Initial areas of focus to include early availability of Y7 class lists, streamlining of secondary appeals process etc.	AD/RT/CC/CH/GM	01-Jul-08	
	Sub group of TAG to complete and publish a Darlington Transition Booklet which includes details of the Core Package available to all Darlington Young People.	AD/RT/CC/CH	Date to be determined by TAG.	
	Director of Children's Services to commission a Transition DVD with the working title 'Y7, Are you ready?' for use in all Darlington schools.	MR/AD/DC	Complete by 31st May 2008	
	Sub group of TAG to work with LA anti bullying coordinator to produce child and parent friendly anti-bullying information.	AD/RT/CC/CH/OS	01-Jul-08	
	The development of a comprehensive, relevant and clear information exchange system so informing timely planning and provision for all Darlington young people.	CB	Circulated Feb 08 and in place Jul 08	
	The development of curriculum packages where by work is begun in the primary school and continues after the summer break in secondary schools. Theme of 'One book for Darlington' to be developed by a Sub Group of TAG.	AD/RT/HL/Strategy teams	01-Jul-08	
Investigate the development of Summer Schools for all vulnerable pupils.	AD/RT/CC/CH	31-May-08		

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	All pupils should visit their secondary school for: 1 day, 2 days, 1 week, 2 weeks, 6 weeks?	AD/RT/CC/ CH		
	Whilst undertaking this aspect of transition they should enjoy a common Borough wide timetable and spend periods of time in their home primary and new secondary school. What should the common timetable look like and over what period of time should it be arranged?			
	All pupils should meet their new class members.			
	All pupils should meet their new form tutor and their Head of Year before transfer.			
	Schools should agree and publish to parents and pupils details of transition events throughout the year in order that all pupils have the opportunity to attend.			
	All pupils should know who their point of contact is if they are bullied or experiencing any problems during or after transition to secondary school.			
	All pupils should have a map and/or photos of their new school and the opportunity to look round the buildings before transfer.			
	Schools should undertake a yearly survey to assess pupil and parental experiences of transfer and transition. The results should feed into the Darlington Transition Conference.			
	All Y6 pupils should have an individual assessment of their transition needs carried out by their Primary school transition champion?			
	All Y6 pupils to have a 'Rolling Pen Portrait' on the Learning Platform which can be viewed by Secondary school staff so giving an up to date insight into each pupils individual level of ability.			
	All staff involved in the Transition process should attend the Darlington Transition Conference to be held annually in the Autumn Term. Attendees should review practice across the borough and consider additions to or deletions from the Core Package.			
	Investigate how parents can become more involved in the transition process?			
	Ensure that all stakeholders/relevant agencies are involved in the transition process in Darlington.	GW and Locality Coordinator s.		