

Transfer Policy

Introduction

At the end of the year the school teaching staff go through the process of organizing classes for pupils. This is not an easy process as we will not be able to please everyone.

Guidelines

These are the criteria's the staff use when deciding which classes children move to:

1. Classes will be determined by the professional judgment of staff.
2. A nursery class will be determined through feedback from the playgroup.
3. Staff understand the nature of their classes and the children in their classes, so they classify the class in terms of dynamics to ensure the best learning for each pupil.
4. Staff ensure that pupils are of mixed ability in classes.
5. Staff ensure that pupils have at least one or two friends who transfer with them.
6. Staff will also consider the numbers in each class.
7. We aim to achieve the 4 purposes of the Curriculum for Wales:
 - a. Be ambitious, capable learners
 - b. Enterprising, creative contributors
 - c. Healthy, confident individuals
 - d. Principled, informed citizens
8. Develop into independent learners with many friends
9. It is important that pupils pilot a period of at least half a term in class before making any further decision.

Complaints procedures for parents who express concern about the class their child is in:

After a trial period of at least half term:

1. Written correspondence to the headteacher setting out their concerns
2. Head teacher to investigate and respond
3. Meet with teacher and unit leaders to discuss
 - a. The school perspective
 - b. Parental concern
 - c. Staff there will try to reassure and resolve any problems
4. If the parent is dissatisfied the parent will arrange a meeting with the headteacher to discuss the concern
 - a. Head teacher supports teachers' decision in the best interests of class dynamics
 - b. Seek a compromise with the parent
 - c. Meet with the class teacher and unit for a final decision.
5. If the parent is not happy with the final decision, then they will be directed to the complaints policy
6. The complaint will be sent by letter to the chair of governors for discussion in the complaints sub-panel

Byddwn yn eich hysbysu am ddsbarth eich plentyn ar gyfer 2022-2023 ar yr adroddiad diwedd y flwyddyn