

10. How will the school prepare and support my child when joining Sandgate or transferring to a new school?

As a school we understand that changing schools can be distressing for some children and therefore we aim to make the transition process successful through:

- We encourage new entrants to Sandgate to visit and join us for an afternoon. We also contact the child's current school so that we can properly prepare for their arrival.
- To support a pupil leaving Sandgate to join another Primary School we ensure all relevant information is shared.
- To support a pupil leaving Sandgate and joining a secondary school the Senco and/or Senco Assistant meets with the secondary SENCo and/or completes all relevant documents.
- We also prepare personalised transition books which includes photographs which will support the transition process. For some pupils additional visits are arranged to their secondary school.
- The Senco passes on SEN pupils files to their relevant secondary school.