



Cwm Rhymni

Cluster of Schools

2024 - 2025

Transition Plan: Content

- Information about **Formal Transition Procedures**
- Information about **Additional Transition Arrangements**
- Information about collaboration on the **Curriculum for Wales**
- **Key members of Staff**, their roles and responsibilities
- **Calendar** of transition events and cluster work
- **Progress and Assessment Policy** for the Cluster

The Purpose of Cwm Rhymni Schools' Cluster Transition Plan

Calon y cyfan yw cynnydd disgyblion / Pupil progress is at the heart of everything

Collaboration between all our schools is essential in order to ensure high standards across the cluster and to maintain effective transition between primary and secondary. This collaboration aims to ensure that every pupil who attends a Welsh-medium school within Caerphilly Council Education Authority receives educational experiences of the highest order, enabling them to fulfil their potential.

Through effective collaboration it is possible to offer a variety of opportunities and activities at primary school and at Ysgol Gyfun Cwm Rhymni to promote the development of individuals or groups of pupils, facilitating the transition process. In the same vein, ensuring consistency in assessment and adopting common procedures where needed, while respecting the principles of the new curriculum, are key to ensuring the appropriate level of challenge and support for each pupil during the transition from Years 5 and 6 to Year 7.

We acknowledge the fact that successful planning for the Curriculum for Wales is a lengthy process, to be undertaken by the 12 cluster schools, working closely together as we try to navigate that journey. We have, therefore, adopted the acronym '**CWMPAWD**' to represent each aspect of our work. Whatever the individual priorities of each school, our common aim is to ensure that we consider the aspects listed below from the perspective of the whole continuum of education up until Year 11.

Bethan Evans, Transition Leader



The term '**Cwmpawd**' or **Compass** represents the collaboration between all 12 schools as we navigate through the Curriculum for Wales journey.

C	Cymuned - fulfilling the needs of our community
W	Y Weledigaeth - developing a shared vision , values and aspirations
M	Meysydd - collaborating on planning and sharing expertise in the 6 AoLE
P	Pontio - ensuring smooth transition between the primary and secondary sectors
A	Addysgeg - developing and sharing best pedagogical practices
W	Wynebu Heriau - collaborating strategically to meet and overcome challenges
D	Dilyniant – ensuring progression through effective assessment, moderation and tracking arrangements

Steering Team : The Transition Plan

Secondary Sector

School	Leaders
Ysgol Gyfun Cwm Rhymni	Matthew Webb - Headteacher
Ysgol Gyfun Cwm Rhymni	Bethan Evans – Transition Leader

Primary Sector – feeder schools for Gwyndy site

School	Leaders
Ysgol Gynradd Gymraeg y Castell	Gareth Hughes - Headteacher
Ysgol Gynradd Gymraeg Caerffili	Eleri Jones / Lynn Griffiths - Headteacher
Ysgol Gymraeg Ifor Bach	Sarah Edmunds / Dian Morris - Headteacher

Primary Sector- feeder schools for Gellihaf site

School	Leaders
Ysgol Gymraeg Bro Allta	Meinir Jones - Headteacher
Ysgol Penalltau	Thomas Rainsbury - Headteacher
Ysgol Bro Sannan	Jamie Hallett - Headteacher
Ysgol Gymraeg Gilfach Fargod	Jamie Hallett - Headteacher
Ysgol Gymraeg Trelyn	Liz Owen - Headteacher
Ysgol Gynradd y Lawnt	Sharon Davies - Headteacher
Ysgol Gymraeg Cwm Derwen	Kathryn Matthews - Headteacher
Ysgol Gymraeg Cwm Gwyddon	Anita Tucknutt - Headteacher

Gellihaf:

Year 6-7 Formal Transition Team

Matthew Webb	Ryan Jenkins	Lisa Jones	Bethan Evans	Chloe Condy
				
Headteacher	Deputy Head	ALN	Senior Leader for Transition	Head of Year 7
Ysgol Gyfun Cwm Rhymni	Child protection officer	Additional Transition Co-ordinator	Head of Lower School	Main contact for pupils and parents

Y Gwyndy:

Year 6-7 formal transition team

Matthew Webb	Rhys Thomas	Bethan Evans	Sarah Ward	Elin Williams	Emily Stroud
					
Headteacher	Deputy Headteacher	Senior Leader	ALN	Head of Lower School	Head of Year 7
Ysgol Gyfun Cwm Rhymni	Child Protection Officer	Formal Transition	Additional Transition Co-ordinator	Formal transition	Main contact for pupils and parents

Steering Team: An outline of responsibilities

Transition Leader	Primary Headteachers	Year 6 Teachers	KS3 Leaders
<ul style="list-style-type: none"> Attend cluster and transition meetings Co-ordinate transfer of information from the primary schools Disseminate information and arrange representatives for transition meetings and CfW work Arrange the yearly transition programme Lead the Wellbeing co-ordinator, ALENCO, Formal Transition and CfW Teams Communicate with Year 5 and 6 parents and arrange open evenings Create the annual transition plan document 	<ul style="list-style-type: none"> Attend cluster and transition meetings Communicate with Head of Transition and year 6 teachers, transferring information about pupils Disseminate information and arrange representatives for transition meetings and CfW work Contribute to the process of developing the CfW as a cluster and ensuring regular and consistent assessment and progress Contribute to and publish the Transition Plan 	<ul style="list-style-type: none"> Transfer information about progress and wellbeing to Ysgol Cwm Rhymni Attend collaborative planning meetings and the professional learning network meetings Discuss pupils with the Formal Transition Team Attend meeting during the Summer Term to discuss Year 7 teaching classes Provide information (in conjunction with the ALNCo) for MATSM meetings 	<ul style="list-style-type: none"> Discuss pupils with Year 6 teachers in order to create Year 7 teaching classes Collate and share relevant information about each pupil Take part in open evenings for parents during the Autumn and Summer Terms Arrange transition days with Heads of Year 7 Liaise frequently with the the Additional Transition Team

Head of Year 7	YGCRh ALN Link	Skills Leaders	AoLE Leaders
Assist KS3 Leader: <ul style="list-style-type: none"> Discuss pupils with Year 6 teachers in order to create Year 7 teaching classes Collate and share relevant information about each pupil Take part in open evenings for parents during the Autumn and Summer Terms Arrange transition days Respond to emails from Year 6 parents during the Summer Term 	<ul style="list-style-type: none"> Attend annual Year 5 and 6 ALN pupils' meetings Discuss with the ALNCo in order to collect valuable, specific information regarding ALN pupils Arrange the Additional Transition Plans for Year 5 and 6 pupils Attend meeting to collate and share relevant information with the Formal Transition Team Lead and host MATSM meetings in the Autumn Term 	<ul style="list-style-type: none"> Collaborate with the primary schools' skills leaders to establish, evaluate and refine whole cluster strategies Create/collate relevant resources for the 12 schools in the cluster Contribute to the Professional Learning Network during the Summer Term 	<ul style="list-style-type: none"> Collaborate with the primary AoLE leaders in order to strengthen schemes of work, develop concepts through the progress steps and avoid gaps in learning, thus contributing to the smooth transition between years 6 and 7 Ensure communication between AoLE Leaders Create and develop a bank of good practice including resources and effective strategies to aid and support class teachers with their work

Year 6 Teachers	
School	Teacher
Ysgol Gynradd Bro Allta	Anna Lewis and Angharad James
Ysgol Gynradd Penalltau	Ashley Gittings
Ysgol Gynradd Bro Sannan	Huw Darch
Ysgol Gynradd Gilfach Fargod	Amy James
Ysgol Gynradd Trelyn	Aled Jones
Ysgol Gynradd y Lawnt	Katherine Scott
Ysgol Gynradd Cwm Derwen	Phillipa Greenman
Ysgol Gynradd Cwm Gwyddon	Helen Marsh
Ysgol Gymraeg Caerffili	Rhodri Jones and Ashleigh Hurn
Ysgol Gynradd y Castell	Gareth Evans and Harriet John
Ysgol Gynradd Ifor Bach	Hannah Perry and Cerys Vick

Additional Learning Needs Co-ordinators	
School	ALN contact
Ysgol Gyfun Cwm Rhywni	Lisa Jones
Ysgol Gyfun Cwm Rhywni	Sarah Ward
Ysgol Gynradd Bro Allta	Jo Undery
Ysgol Gynradd Penalltau	Lowri Owen
Ysgol Gynradd Bro Sannan	Rhian Lewis
Ysgol Gynradd Gilfach Fargod	Aled Perry-Hopton
Ysgol Gynradd Trelyn	Sarah Ward
Ysgol Gynradd y Lawnt	Carrie Underwood
Ysgol Gynradd Cwm Derwen	Elgan Griffiths and Phillipa Greenman
Ysgol Gynradd Cwm Gwyddon	Kirsty Knight
Ysgol Gymraeg Caerffili	Amy Sullivan and Jodie Watkins
Ysgol Gynradd y Castell	Kirsten Field
Ysgol Gynradd Ifor Bach	Lowri Evans and Katie Jenkins

Plan for transition from the Primary School to Cwm Rhymni

It is our intention to ensure that every pupil begins their time at Cwm Rhymni full of enthusiasm and looking forward to developing further and building upon the progress that they have already made at primary school. Ysgol Gyfun Cwm Rhymni and the primary schools work very closely together, sharing information and developing plans in order to ensure that pupils begin their time at Cwm Rhymni both happily and successfully.

Transition arrangements include:

- Transition meetings
- Transfer of information
- Professional Learning Networks – meetings to look at pupils' work together
- Open Evenings
- Additional Transition Plan and MATSM meetings
- Transition activities
- Cluster collaboration on the Curriculum for Wales

Transition Meetings

Extended, face-to-face transition meetings at the beginning of each half term and virtual, one-hour meetings are held every three weeks. The Transition Leader and heads of primary schools attend these meetings. Transition procedures and arrangements are discussed along with collaborative planning, based on 'CWMPAWD' to develop the Curriculum for Wales. Sharing good practice is a key element of these meetings.

Once a year a whole cluster INSET day is arranged in order to develop the collaboration between all teachers in the 12 schools which form the cluster. After Whitsun half-term, the leaders of KS3 and Head of Year 7 visit each Year 6 class to discuss teaching classes for Year 7 in September.

We also aim to hold:

- meetings to consult with Year 6 classes to refine the formal transition process
- meetings between the skills leaders in order to work collaboratively on the priorities of the whole cluster
- meetings between the leaders of the areas of learning and experience
- MATSM meetings in order to allocate a key worker for each pupil identified as having additional needs

Transfer of Information

During the academic year, information from the primary schools is shared with Ysgol Gyfun Cwm Rhymni. This includes:

- Qualitative information about pupils during discussions between Leader of KS3, Head of Year 7 and Year 5 and 6 teachers – as part of the process of forming Year 7 teaching classes
- Qualitative information about pupils during discussions between Cwm Rhymni's Wellbeing Co-ordinator and Year 5 and 6 teachers as part of the process of forming Year 7 teaching classes
- Formal information about ALN pupils during discussions between ALN leaders at Ysgol Gyfun Cwm Rhymni and the ALNCO from each individual primary school as part of the process of forming Year 7 teaching classes and to assess the level of support needed as part of our inclusion strategy
- Standardised scores from national tests which are key to tracking progress in Year 7
- **CTF** files which are transferred through sims.net by March
- ALN information and documentation via 'Edukey' in July
- Year 6 teachers present a spreadsheet containing data and information about attainment and well-being of pupils by Whitsun
- Each primary school headteacher will transfer child protection information

Professional Learning Networks – sampling pupils' work

In order to share good practice and ensure progress, and in place of the previous moderation procedures, it was decided to establish a new process of looking at the work produced by pupils from the 12 schools and to learn from each other. Each term, teachers from each year group in all schools will meet in order to scrutinise pupils' work, share good practice, agree and review shared targets. Here's a summary of the work:

- A meeting held each term for teachers from each year group from every school, from Nursery to Year 6
- Focussing on cross-curricular skills and Teaching Strategies
- Over-time, a digital portfolio of work will be created in order to share best practises and to achieve a shared understanding of progression through the learning continuum

Open Evenings

Two open (or transition) evenings are held during a pupil's time in Year 6.

During September, before the parents decide on a secondary school for their child and make a formal application to the County, a virtual evening is held for parents of both sites in order to share a wealth of information with them about the transition process, the calendar for the year, daily times, procedures, school uniform, well-being and inclusion, lunch, transport and many other features. All members of the SLT and the Formal Transition Team will make presentations during the evening and Heads of Year 7 will create a series of exciting videos by pupils from the school, describing different lessons and a variety of their experiences at secondary school. A recording of the meeting will be uploaded to a special transition website.

During the second half of the Summer Term parents are invited to Cwm Rhymni (Gellihaf and Gwyndy sites) for an evening presenting the school, its buildings and resources. Parents meet school leaders, Head of KS3 and Head of Year 7. There will be central presentation in the school hall to explain the school's organisational arrangements and this is followed by a tour of the school with a teacher and a school leader. Parents are also given an opportunity to ask questions and to discuss matters informally and in smaller groups as they walk around the sites.

Year 5 parents will also be invited to the summer open evening in order to begin familiarising with the school and its staff.

Additional Transition Plan

We are implementing an Additional Transition Plan for vulnerable pupils who meet specific criteria.

Sharing initial information will be an integral part of this process, in order to ensure an up-to-date list of those Year 6 pupils who will require additional transition support and in what way. As part of the process the following can occur:

- ALN staff to attend the annual *Canolbwyntio ar yr Unigolyn* (CCU) meeting for pupils with ALN in years 5 and 6
- Initial meetings held during the first academic term with key staff from Cwm Rhymni staff and every primary school to discuss any vulnerable children in Year 6
- Another interim meeting with primary staff and parents of any other Year 6 pupils who need targeted support in Year 7 and meet the criteria for additional transition.
- Again there will be an up-to-date list of Additional Transition pupils and agreed activities can take place, including:

School visits with parents/guardians; key Cwm Rhymni staff to visit and observe pupils in their primary schools; visits to specific departments in Cwm Rhymni e.g. the Hwb, Hafan, Wellbeing Room and coffee mornings for specific groups of pupils.

To see a full copy of the additional ALN transition policy please contact Sarah Ward.

The Cluster's Welsh Language Immersion Unit

Canolfan Gwelllian is located on the site of Ysgol Gymraeg Gilfach Fargoed. The aim of the immersion unit is to meet the needs of late entrants to the Welsh language and accepts pupils from year 2 to year 6 who intend to move from English-medium to Welsh-medium education. Pupils at Canolfan Gwelllian will be expected to wear the school uniform of the school they will attend following the immersion period, and transport to and from the immersion unit will be provided to pupils across the local authority.

At Canolfan Gwelllian up to 12 pupils will be immersed in the Welsh language for a period of between 12 and 16 weeks, and this will take place from Monday to Friday. During this time, pupils will develop their oral skills through a wide range of fun activities across a variety of themes. In addition, they will develop their reading and writing skills. The priority of Canolfan Gwelllian is to take advantage of every opportunity to increase pupils' confidence in using the Welsh language.

The new unit is called **Canolfan Gwelllian**, named after the daughter of Prince Llywelyn as she was not given the opportunity to learn Welsh. However, a new generation of children from the County of Caerphilly will be able to learn Welsh in her name.

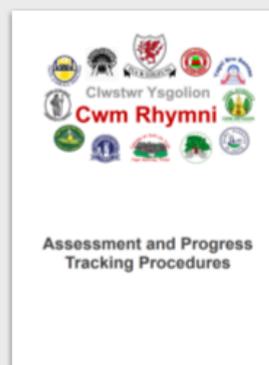


Progress and Assessment

By now, the schools in the cluster have an agreed policy on progress and assessment for the Curriculum for Wales. Although each school has individual, separate policies and procedures that meet the needs of their local curricula, it was agreed to comply with this wider vision in terms of principles.

Below is a link to a copy of the Progress and Assessment Policy:

[Assessment and Progress Tracking Policy \(2\).pdf](#)



The Calendar:	An overview of key events
First Term	<ul style="list-style-type: none"> • A visit by a representative of Cwm Rhymni's Leadership Team for pupils, parents and guardians of each primary school • Virtual open evening for Year 6 parents and carers • Publish information and key documents on the transition page of Ysgol Gyfun Cwm Rhymni's website • Publishing the revised Transition Plan
Second Term	<ul style="list-style-type: none"> • Transition day for all Year 6 pupils - an opportunity to visit Ysgol Gyfun Cwm Rhymni sites • A series of Additional Transition visits are organised for some pupils, parents and carers • Establishing a Classcharts digital community to communicate directly with Year 6 families
Third Term	<ul style="list-style-type: none"> • Meetings with each Year 6 teacher in order to gather and discuss key information about each pupil • Visits to all Year 6 classes in order to speak with pupils and to observe them working in lessons • A series of exciting transition activities including a second transition day for pupils • Open evening at Cwm Rhymni sites for year 5 and 6 families

Channels of Communication

Receiving direct messages from Easter through **ClassCharts**



ClassCharts

Dedicated email address:
blwyddyn6@ygcwmrhymni.net

A wealth of information on the **Transition Website**



