

# Guidance for schools

FOR TRANSITION  
AND INDUCTION  
FROM YEAR SIX TO  
YEAR SEVEN DURING  
COVID-19



## THE GUIDANCE HAS TWO MAIN SECTIONS

- 1** Prompts below that will help to shape your own ideas about a what a virtual transition and induction might look like in your school.
- 2** Links to a range of school websites with videos and associated resources designed for new Year Seven pupils.

These ideas are not exhaustive and are to give you a flavour of resources and videos that some schools have made available to pupils. Hopefully, these examples and prompts will help when you review and refine your ideas.

One of the most significant challenges for schools of the COVID-19 pandemic is how to adapt and manage the transition of Year Six pupils into Year Seven successfully. Primary schools help pupils to say goodbye to their primary school days and prepare them for the challenges of secondary school. Similarly, secondary schools try to allay pupils' anxieties and make them feel welcome through induction days. With social distancing, it is important to find ways to do this remotely.

This guide aims to help schools plan for a virtual induction and design accessible website content that will help new pupils feel welcome. Many schools have already started to develop a 'Year Six transition area' with various resources and videos within it. We can learn a lot from each other in sharing what schools are doing.

## 1 GENERAL POINTS TO CONSIDER

### Consider WHERE on the school website you are placing material for new pupils:

Information around transition must be easy for prospective parents and pupils to find. If it is 'front and centre' on the school website, then new pupils and parents will be more likely to access it. Signposting this via social media to parents, pupils and primary schools will help to increase the number of 'hits'.

### Consider the range of material available and the level of detail.

Think carefully about the range, scope and depth of material that is posted. It must be easily navigable. The balance between 'enough information' and 'so much that it becomes overwhelming and will not be read' is a difficult one to achieve on the website. Consider an easy means by which parents and pupils can ask further questions and seek clarification and how these answers could be posted so that they are available to all, for example, through frequently asked questions (FAQs).

### Make the most of links with primary colleagues

Primary colleagues know the pupils well. Let them know when information is posted and encourage them to share it with their Year Six pupils. They can support pupils in asking questions and facilitating discussions. This can be really useful in engaging pupils who may be harder to reach.

### Use this as a platform to begin building relationships.

Recording video messages can help to build relationships with new pupils and parents. As always, the tone and pitch of these messages is really important. Some schools are supplementing recorded or virtual guides with additional 'live' online events – for both parents and pupils. Think carefully about the purpose and scope of any live meetings and always consider online safety.

### Think about involving pupils in the production of tours.

In some of the links below, pupils have been involved in recording a virtual tour of the school. Consider whether involving current pupils in the material you share could reassure future pupils. Current pupils may also be able to anticipate and answer Year Six pupils' questions. You will need to ensure that staff retain editorial control.

### Consider the language and content of online tours:

Consider what new Year Seven pupils will want to know and what will be worrying them. Focus on this in the video or virtual tour. Also, remember the audience. Consider different videos for pupils and parents. Is the video something that pupils can watch again and again? Will it answer the common questions that Year Seven usually have in a friendly and understandable way? Is it a video that parents could watch with children? Does it encourage pupils to get in touch with the school to ask their questions and does it explain how to do this?

### Consider the music and images carefully in any videos:

Music can enhance your video and will help to create the right atmosphere. Choose music and images that support the notion that the school is welcoming, vibrant and friendly.

### Will new pupils get an idea of 'life beyond the classroom'.

In building any virtual content, consider how the video will excite new pupils about the range of extra-curricular activities and encourage them to get involved. Again, this is a chance to begin building relationships with new pupils. Could teams or clubs produce their own messages or posters?

### Does the area of the website make it clear about what to do if a pupil is worried about something in school? And who they should ask?

Some pupils might be worrying about coming to 'big school'. It will help if they can see that others are asking similar questions and sharing the answers. Think about how pupils and parents can ask their questions and access answers.

### Consider how the 'package of activities' fits together

Video messages have the greatest impact. Audio narration over a series of still photos can work well too. Think about accessibility for those who are disabled, hard of hearing for example. Can parents who speak English as an additional language access a translation? Think about how those pupils and parents without internet access will get the information. Are you making the most of social media to drip-feed information in bite-size chunks. Is your website content easy to access on a mobile phone? Have you checked the readability of the information? Try running your text through [www.hemingwayapp.com](http://www.hemingwayapp.com) and aim for a readability score of 9 or less.

## 2 HERE ARE SOME EXAMPLES OF TRANSITION AND INDUCTION MATERIAL FROM A RANGE OF SCHOOL WEBSITES.

This is NOT a list of recommended websites – but rather a collection of thoughts, ideas and resources collected from other schools to help shape content. They have been selected at random, and as such, are examples, NOT exemplars.

You might like to look at our 'Transitions Case Studies' for further examples.

Welcome video from Year Seven and quiz.

Q&A section and information about transition projects.

<https://www.waingels.wokingham.sch.uk/2914/welcome-year-6>

Virtual Tours, meet the departments, live stream events

<https://www.bluecoataspley.co.uk/prospective-parents/year-6-virtual-transition/>

A whole host of resources from Year Seven videos, transition projects, letters from Year Seven pupils and information about virtual evenings.

<https://www.epsomandewellhighschool.com/477/year-7-transition>

Ten-minute virtual welcome video

<https://www.hawardenhigh.org.uk/year-6-transition-video-a-virtual-tour/>

Tours, Slideshows, Information

<http://www.stmarksacademy.com/page/?title=Year+6%2D7+Transition&pid=165>

8 Part Virtual Tour of the school

<https://www.halewoodacademy.co.uk/students/year-6-virtual-tours/>

Includes a virtual tour, messages from Year Seven and messages from key staff.

<https://www.fitzharrys.oxon.sch.uk/transition-2020-21>

A virtual tour of the school and welcome videos – plus information about virtual welcome meetings and a 'New Student Information Pack'.

<https://www.hphigh.co.uk/year-6-7-transition/virtual-tour>

A virtual tour - with introductions from a Year Seven pupil.

<https://www.youtube.com/watch?v=eN63-OggXOw&feature=youtu.be>

Another virtual tour

<https://www.youtube.com/watch?v=UgvEsZ5hEUA>

And another virtual transition page

<https://thedeanaacademy.org/transition/>

Another virtual tour

<http://www.ysgolpenrhyndewi.cymru/blog/a-virtual-tour-of-the-dewi-campus-for-year-7-september-2020/>

And another one:

<https://www.cryptschool.org/admissions/transition-into-year-7>

A whole section dedicated to transition – includes videos, FAQ's, Understanding your timetable, key staff, videos, peer mentor information, welcome from Year Seven

<https://www.willinkschool.org.uk/Virtual-Tour/#>