



POLTAIR SCHOOL



YOUR JOURNEY STARTS HERE

Year 6 – 7 Transition Booklet



CONFIDENCE

Believing in
ourselves and
our potential



CHARACTER

Doing the right
thing and showing
respect



CURIOSITY

Asking questions,
exploring and
aiming high

*Together we learn,
grow and flourish.*





POLTAIR
CONFIDENCE CHARACTER CURIOSITY

WELCOME TO POLOWEN.

It is a privilege to welcome you and your family to this new chapter. We know that every learner's journey is unique, and that the path which has brought you here may have included moments of uncertainty, challenge and determination. Today, however, is about looking forward, with hope, confidence and excitement for everything that lies ahead.

At Polowen, we see the potential in every young person before we see their needs. We believe that every learner has talents to discover, strengths to build upon and a future full of possibilities. Our purpose is to create an environment where every child feels a true sense of belonging, where they are understood, celebrated for who they are and encouraged to become the very best version of themselves.

Polowen is much more than a specialist provision; it is a community built on kindness, ambition and opportunity. It is a place where learners are supported to find their voice, develop meaningful relationships, embrace new experiences and grow in confidence every single day. Here, learning extends far beyond the classroom, helping young people develop the independence, resilience and life skills they need to thrive both now and in the future.

As part of the wider Poltair School community, our learners will be encouraged to participate, contribute and succeed in ways that are right for them. We believe inclusion is about genuine belonging, ensuring every young person is known, valued and able to experience school life with dignity, purpose and pride.

None of this can be achieved without you. Families are our most important partners, and together we will build trusting relationships based on honesty, respect and shared aspirations. Your knowledge of your child is invaluable, and by working alongside one another we can create the consistency, encouragement and support that allows every learner to flourish.

The name Polowen reflects the warmth and optimism that sits at the heart of our vision. It represents a place where happiness is nurtured, individuality is celebrated and futures are transformed. Every decision we make is guided by one simple belief: every young person deserves to feel successful, confident and excited about what comes next.

This handbook will introduce you to Polowen, our team and the opportunities available to your child. More importantly, it marks the beginning of a partnership that we hope will be filled with achievements, memorable moments and shared successes.

Thank you for placing your trust in us. We are honoured to walk alongside your family and cannot wait to see everything your child will achieve. Together, we will nurture confidence, inspire curiosity, build character and create brighter futures.



“

A place where
happiness is nurtured,
individuality is
celebrated and
futures are
transformed.

”

Richard Cardigan

Richard Cardigan

Headteacher
Poltair School



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achieve your best.



CHARACTER
Do the right thing,
be the right person.



CURIOSITY
Ask questions,
explore possibilities.



Meet the TEAM

We're here to support, inspire
and help every learner *flourish.*



The Polowen Team – Dedicated to our learners and their success.



Joanne Hobbs

**ASSISTANT HEAD POLOWEN
/ SENCO**

Joanne leads our Polowen provision and supports learners with additional needs and their families. She works closely with staff to ensure every learner receives the right support to thrive academically, socially and emotionally.



Leanne Stoddart

CLASS TEACHER

Leanne creates engaging and inclusive lessons designed to inspire curiosity, build confidence and support every learner to make progress. She is dedicated to building strong relationships and a positive classroom environment.



Sarah Guest

OPERATIONAL SENCO

Sarah oversees the day-to-day SEN provision, coordinating support and working with staff, learners and families to ensure needs are met effectively. She monitors progress and helps put the right support in place.



*We work together as a team to create a safe,
nurturing and inclusive environment for all.*



CONFIDENCE

We believe in
every learner.



CHARACTER

We do the right thing,
every day.



CURIOSITY

We are always
learning and exploring.



Safeguarding

AT POLTAIR SCHOOL



At Poltair School we are committed to ensuring that our students and staff are protected from abuse and harm. In Poltair it is the responsibility of everyone who works with children to ensure they are safeguarded from harm.

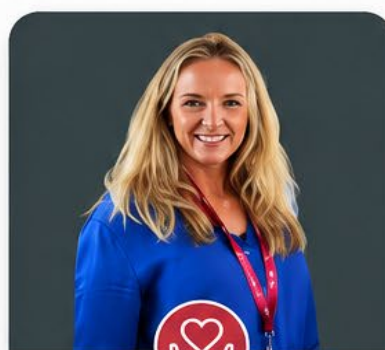
POLTAIR SAFEGUARDING TEAM



Mrs Heale
OPERATIONAL DSL



Mrs Harvey
DEPUTY DSL &
YOUNG CARER
OPERATIONAL LEAD



Miss Taylor
SAFEGUARDING TEAM MEMBER &
TEACHER OF
CHILDREN IN CARE



Mrs Brammer
SAFEGUARDING
TEAM MEMBER



Mrs Yasmin Barrott
SAFEGUARDING &
INCLUSION
ADMINISTRATOR



We are here for you.

If you have any worries or concerns, no matter how big or small, please speak to one of our safeguarding team members. We are here to listen, support and help.



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WHAT IS A SPECIALIST PROVISION?



WHAT IS POLOWEN?



Polowen is a specialist provision within Poltair School, designed for young people with complex speech, language and communication needs and/or autism. It offers a highly personalised learning environment where specialist teaching, therapeutic approaches and tailored support enable every learner to thrive.

Being part of Polowen means learners benefit from the best of both worlds. They have access to dedicated specialist spaces, highly trained staff and individualised support, whilst remaining an important part of the wider Poltair School community. This enables each learner to access learning, friendships and wider school life in ways that are meaningful, appropriate and ambitious.



At Polowen, we understand that every learner is different. There is no one-size-fits-all approach. We take time to understand each young person's strengths, interests, communication style and aspirations so that we can remove barriers, build confidence and create opportunities for success.



Our aim is simple: to ensure every learner leaves Polowen with the confidence, skills and independence to lead a happy, fulfilling and successful life.



SAFE

A supportive place where every learner feels secure.



SUPPORTED

Personalised support that removes barriers and builds confidence.



SUCCESSFUL

High expectations and opportunities for every learner.



POLTAIR
CONFIDENCE CHARACTER CURIOSITY



THE DIFFERENCE POLOWEN CAN MAKE

Polowen supports young people to:



Feel safe, understood and valued every day.



Develop confidence in themselves, their abilities and their future.



Strengthen communication skills, helping them express their thoughts, feelings and ideas with increasing independence.



Build meaningful relationships with peers, staff and the wider community.



Develop emotional regulation and resilience, enabling them to navigate challenges with confidence.



Access learning in ways that work for them, allowing them to achieve their full academic potential.



Celebrate their individuality, recognising that differences are strengths to be embraced.



Develop independence and life skills, preparing them for adulthood, employment and further education.



Experience success, both inside and outside the classroom, through enriching opportunities and real-life experiences.



Become active members of their school and local community, developing a sense of belonging and purpose.



Discover their interests and talents, encouraging curiosity and a lifelong love of learning.



Raise aspirations, empowering every learner to believe in what they can achieve and take pride in who they are.



At the heart of Polowen is a belief that every young person deserves the opportunity to flourish. By combining specialist expertise with high expectations, nurturing relationships and an inclusive school community, we help learners build the confidence, character and curiosity to shape successful futures.



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Personalised support that removes barriers and builds confidence.



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KEY DATES 2026–2027

Plan ahead for a successful term



AUTUMN TERM



TERM BEGINS FOR YEAR 7 AND 11

Thursday 3rd September 2026



HALF TERM

Monday 19th October –
Friday 30th October 2026



LAST DAY OF TERM

Friday 18th December 2026



SPRING TERM



TERM BEGINS (FOR ALL)

Monday 4th January 2027



HALF TERM

Monday 15th February –
Friday 19th February 2027



SUMMER TERM



TERM BEGINS (ALL)

Monday 12th April 2027



HALF TERM

Monday 31st May –
Friday 4th June 2027



LAST DAY OF TERM

Friday 23rd July 2027



These key dates will help you plan ahead and make the most of the term ahead. We look forward to a year filled with learning, opportunities and success together.



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achieve your best.



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CURIOSITY
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A TYPICAL DAY AT POLOWEN

Every day at Polowen is carefully planned to provide a balance of learning, routines, wellbeing and opportunities to develop independence. While every learner's timetable may look slightly different to meet their individual needs, a typical day will follow the structure below:



TIME	WHAT HAPPENS?	
 8:10 – 8:45	BREAKFAST CLUB Students can arrive at Breakfast Club from 8:10 – 8:45.	
 8:45 – 9:15	TUTOR TIME Learners arrive, settle into the day, check in with staff and prepare for learning. This is a calm start where we build routines, communication and wellbeing.	
 9:15 – 10:30	LESSON 1 A curriculum lesson tailored to each learner's needs, with specialist support and opportunities to develop confidence and independence.	
 10:30 – 11:00	BREAK TIME A chance to relax, have a snack, socialise with friends and enjoy some downtime.	
 11:00 – 12:15	LESSON 2 Learning continues through engaging activities that support academic progress, communication and life skills.	
 12:15 – 1:30	LESSON 3 This may include classroom learning, practical activities, therapeutic support or opportunities to access the wider Poltair community.	
 1:30 – 2:00	LUNCH Time to eat, relax and enjoy social opportunities, with support available where needed.	
 2:00 – 3:15	LESSON 4 The final session of the day, focusing on learning, independence, enrichment or preparation for home, before reflecting on the day's achievements.	



Throughout the day, learners will have access to movement breaks, sensory support and individual interventions where needed. Our aim is to create a calm, predictable and nurturing environment where every young person feels safe, supported and ready to learn.



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SCHOOL UNIFORM

Our uniform helps us feel proud,
ready to learn and part of our
Poltair community.



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BLAZER



The Poltair School grey logoed blazer is a key part of our uniform and should be worn every day, unless permission to remove has been given by a member of staff.



TIE



A Poltair red and white tie must be worn at all times, except when permission is given to remove it for health and safety reasons (e.g. during some practical lessons). All ties are clip-on.



SHIRT / BLOUSE



This is a standard item of uniform, available from any clothing shop or supermarket. The shirt/blouse must have a top button that can be fastened to secure the school tie. Shirts/Blouses should be of a suitable length to ensure they remain tucked in at all times.



V NECK JUMPER



A grey Poltair V-Neck jumper is optional and can be worn under the blazer but not instead of the blazer.



We understand that every learner is different and that some may find certain items of uniform challenging. If you are worried about any aspect of our uniform, please speak to your child's tutor or a member of our pastoral team.
We will always work together with families to find solutions that support every learner.

TROUSERS / PLEATED SKIRT / SHORTS



Students should wear plain black tailored trousers, a pleated knee-length skirt or plain black formal shorts.

Trousers should be a regular fit, sit at the waist and meet the shoe line.

Shorts must be plain black, formal style and meet the knee.



SHOES



School shoes should be plain black and made from leather or leather-like material that can be polished, in a formal style.



SOCKS



Students should wear plain black socks that sit above the ankle.

Socks should not have any logos, coloured stripes or markings.

These are widely available from most supermarkets and high street stores.



COATS



We recommend that all students have an appropriate coat to wear in cold and/or wet weather.

To help keep our school environment comfortable and safe, students are asked to remove their coats before entering school buildings.



PE KIT

On days when students have PE, they must bring their PE kit. Students who are injured will still be required to change in to their PE kit and participate in the lesson as far as the injury allows.
E.g in a coaching/officiating role.

PE TOP



Students must wear the multi-sports shirt for all PE lessons and sports clubs.
This item can only be purchased from Kitworld.



SHORTS / LEGGINGS / TRACKSUIT



Students must wear plain black shorts, that are of an appropriate length or plain black sports leggings/ tracksuit bottoms, any logos on these items must be discrete.



SOCKS



Students may wear:

- White sports socks (above the ankle length, not ankle socks)
- The Poltair Football/Rugby red and grey striped socks



MIDLAYER / JACKET



The Poltair branded black mid-layer and/or 1/4 zip jacket is also an optional item that can be purchased, no other jackets can be worn for PE lessons.





POLTAIR SCHOOL

Uniform that works for every student

We understand that every student is different. That's why our school uniform policy is flexible to support sensory needs and promote independence and comfort.

Easy On Easy Wear and adaptive uniform options are available from a range of retailers, including **Asda, Marks & Spencer** and **Adaptive Clothing UK**.



EASY ON EASY WEAR

Designed with comfort in mind, with features to make getting ready easier and reduce sensory discomfort.



Easy fastenings



Pull-on styles where possible



Printed care instructions (all labels removed)



Soft threads



Non-bulky seams



Sensory kind for extra comfort



Suggested retailers:

Asda • Marks & Spencer • Adaptive Clothing UK

These retailers offer a range of options to support independent dressing.



ASDA Easy On Easy Wear collection:

<https://direct.asda.com/george/collections/easy-on-easy-wear-school/D28M110G1C3,default,sc.html>



INDEPENDENT OPTIONS

Adaptive clothing can support sensory needs and help with independent dressing.



Marks & Spencer

Velcro fastening iron-on shirts (3 pack):

<https://www.marksandspencer.com/3-pack-boys-adaptive-easy-to-iron-shirts/p/clp60449009>



Adaptive Clothing UK

Adaptive clothing in the UK including sensory shirts and trousers:

<https://adaptiveclothing.uk/collections/school-uniform>



SUPPORTING EVERY STUDENT

Comfortable uniform can make a big difference to how students feel and focus every day.



Confidence • Character • Curiosity





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CONFIDENCE CHARACTER CURIOSITY



SCHOOL EQUIPMENT



Students will be provided with a learning pack in September containing the equipment they will need for school.

The equipment provided is listed below. Items can be replaced if they are lost or used up during the year.

We have an equipment shop at school where students can purchase replacements using ParentPay. Alternatively, parents and carers may replace these items themselves.



LEARNING PACK CONTENTS

- ✓ A4 zip case
- ✓ Black pen for writing
- ✓ Pencil
- ✓ Rubber
- ✓ Ruler
- ✓ Whiteboard
- ✓ Whiteboard pen
- ✓ Whiteboard rubber



Handwriting pens, pens, pencils, and easy-grip pencils will also be available in the ARB.



ADDITIONAL ITEMS (RECOMMENDED)

In addition to the above, a water bottle and a calculator are recommended, but not compulsory.



Water bottle



Calculator



ESSENTIAL SCHOOL EQUIPMENT



Learning pack



Black pen



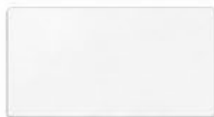
Pencil



Rubber



Ruler



Whiteboard



Whiteboard pen



Whiteboard rubber



RECOMMENDED



Water bottle



Calculator



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POLTAIR SCHOOL

*Your journey with us:
Transition to **Polowen***

We're here to support you and your child every step of the way as we plan for a successful transition.



1

INITIAL CONTACT

Transition begins with an introductory phone call from **Joanne Hobbs**, Assistant Headteacher for Inclusion. This provides an opportunity to begin discussing your child's transition into Polowen.



2

TRANSITION MEETING

Following this, a meeting will take place in your child's current school setting with parents and carers, the SENCo and the student. This helps us begin planning for a successful transition.



3

UNDERSTANDING NEEDS AND SUPPORT

During this process, we will discuss your child's needs and the support that is in place, as well as observe your child learning in their current setting. This enables us to build an accurate picture of how best to support them.



4

ENHANCED TRANSITION IN SEPTEMBER

In September, students will take part in an enhanced transition process, including visits to Polowen at the Atlantic Centre and a phased transition into the Polowen setting.



5

MEETING STAFF AND STUDENTS

In September, students will also have the opportunity to meet Polowen staff and other students, helping them to become familiar with the setting and feel confident as they begin.



*Together,
we make
a difference*



Our goal is to create a safe, supportive and nurturing environment in Polowen, where every student can feel valued, understood and ready to thrive.



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Cornwall
Education
Learning Trust



POLTAIR

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PARENTAL COMMUNICATION

We believe that strong communication between home and school helps every student to feel supported and succeed.



CLASSCHARTS

Parents and carers can view their child's attendance, merits, behaviour points and homework using ClassCharts. Any detentions will also be recorded there. Information about setting up your parent account will be shared at Parent/Carer Evenings.



PARENTPAY

We are a cashless school, so payments for trips, visits and canteen purchases can be made through ParentPay. Information about setting up your parent account will be shared at Parent/Carer Evenings.



NEWSLETTER

Our newsletter shares important information about the term ahead and celebrates the successes of our students. It is emailed to families and also shared through announcements on ClassCharts.



PARENT/CARER EVENINGS

In-person meetings for each year group are held by staff to provide relevant information for parents, carers and students. Further details will be shared in advance.



SPARX MATHS

This is the platform we use for home learning in Maths. Further information will be shared in September, including details about homework clubs available in school.



STAY CONNECTED

We encourage parents and carers to follow our social media channels. We use these platforms to celebrate student achievement, share school highlights, and provide important updates and reminders.



REGULAR COMMUNICATION AND REVIEW MEETINGS

Parents and carers can expect regular communication from their child's teacher to share updates, celebrate successes and discuss any concerns. We also hold termly review meetings to review progress, discuss next steps and ensure support remains closely matched to each student's needs.



If you ever have any questions or concerns, please don't hesitate to get in touch. We're here to work together in the best interests of your child.



Support for *Parents*



We are always here to help and support you at home.

Ways we can help:



Be there to **listen** when you need support.



Providing **strategies** and **resources** that work in school.



Offering **training** to support you at home.



Sign posting to services (see list below).



Making **referrals** to relevant professionals or organisations.

There are a number of websites and organisations which offer information and support to families of children with autism:



Information, resources and support for autistic people and their families.

www.autism.org.uk



Supporting autistic learners to reach their potential.

www.autismeducationtrust.org.uk



For families with disabled children

Support for families of disabled children, whatever the condition.

www.contact.org.uk



Creative workshops and activities for children and young people with SEND.

www.polkatheatre.com



A local charity offering support and activities for families.

www.gdac.org.uk



Practical information and advice about autism.

www.allaboutautism.org.uk



Enabling young people with additional needs to access outdoor adventures.

www.daytrippersfoundation.org.uk



Inclusive cinema screenings for neurodivergent audiences.

www.picturehouses.com



We are here for you.

Please speak to a member of our team if you would like any further information or support.



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Headteacher
Mr Richard Cardigan



Trevarthian Road, St. Austell,
Cornwall, PL25 4BZ



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Poltair School is part of Cornwall
Education Learning Trust, which
sponsors sixteen primary and
secondary schools across
mid-Cornwall.

CELT Company Number:
07565242



