



EXPECT MORE – ACHIEVE MORE

# TRANSITION POLICY

## **Rationale:**

- All students commencing school or transitioning to a higher year level are required to cope with a different environment. It is our school's responsibility to make this transition as enjoyable and trouble free as possible.

## **Aims:**

- To provide a smooth and efficient transition from pre-school to primary school, throughout the primary school years and moving on to secondary education with additional support provided to those who require it.

## **Implementation:**

- Transition from pre-school to primary school can be a difficult time for both students and parents.
- Our school will appoint an experienced staff member to coordinate our prep transition program.
- Information will be sought about each child from the pre-school via the kinder transition report, and meetings will be organised with parents of children with special needs to discuss programs and resource requirements.
- A transition program will be organised with parents of enrolled children during term 4, which allows each child (and their parents) the opportunity to attend our school on a number of occasions during the term.
- Visits will consist of parent tours of the school, activities in classrooms and if possible, specialist lessons.
- An information session will occur in term 4 so that parents can be informed about the school's programs and procedures, and an opportunity will be provided for questioning and discussions. The first school day of the following year will be covered in detail.
- All parents will receive detailed information packages about the school, and all prep students will be mailed a welcome package that will arrive at their home address over the Christmas vacation period.
- Opportunities will be provided for parents to visit classes or communicate with the school regarding their child's progress at all times, and any issues that arise will be attended to as soon as possible.
- Prep students will commence approximately one week later, so prep teachers can conduct individual testing.
- For students transitioning between grades the current teacher will pass on any relevant information to the new teacher via scheduled meetings and black folders.
- Students will have an opportunity to meet their new teacher and other classmates in term 4 in a 'get to know you' morning tea.
- Teachers of students moving on to secondary education will ensure that all relevant documentation completed.

## **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.  
This policy was last ratified by School Council in...

**June 2016**