

TRANSITION

POLICY

Rationale:

- Students making the transition from pre-school, kindergarten, primary school through to high school have to cope with differing environments and it is our responsibility to make this transition as comfortable as possible.

Aims:

- To provide a smooth and efficient transition from pre-school, kindergarten, primary school through to secondary school with support provided to all.

Implementation:

- Transition from pre-school, kindergarten, primary school through to secondary school can be a difficult time for both students and parents.
- Our school will appoint a staff member to coordinate our transition program.
- Information will be sought about each child from the district and kindergartens, and meetings will be organised with parents of children with special needs to discuss programs and resource requirements.
- Children progressing through different classrooms will have a transition day so that children can familiarise themselves with their new setting and be briefed on expectations for the following year.
- Contact will be made with secondary schools which grade six students are attending and be given the opportunity to visit the school to allow children to be more familiar with their surroundings.
- Confidential information about grade six students will be passed onto secondary schools in a confidential manner.
- Any information about the transition programs provided by secondary schools for grade six students will be passed onto families.
- Children with special needs attending secondary schools will be given full support in the process and meetings will be held with secondary schools to discuss program and resource requirements.
- A transition program will be organised with each Foundation family during terms three and four which allows each child (and their parents) the opportunity to attend our school on any occasion during the term.
- Visits will consist of familiarisation tours of the school, activities in classrooms and specialist lessons. Any visiting artists or performances that are occurring during term four may be incorporated into the transition program.
- It is anticipated that teaching roles and classes for the following year will be finalised by the end of the year, so that parents can be made aware of, and meet their child's teacher.
- An information booklet will be given out in term four 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.
- 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.
- Foundation students will not attend school on Wednesday's during the first term.

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....

August 2017.