



## Student Transition Policy

### **RATIONALE**

School transition occurs as students move into, across, within or beyond their primary education settings. At Narre Warren North Primary School the transition process is enhanced and facilitated by ongoing planning and collaboration with parents, teachers and other educational institutions such as kindergartens, child care centres and other primary and secondary school settings.

We aim to provide sound transition procedures that maximise educational and social benefits for all students.

### **PURPOSE OF THE POLICY**

To establish a relationship between primary school and pre-school, and primary school to secondary school, through an exchange of information and ideas.

To provide a smooth, enjoyable and secure start to school for the Prep children.

To provide a smooth and efficient intra-school transition from one grade to the next with additional support provided to those who require it.

To provide a smooth and efficient transition from primary school to secondary school with additional support provided to those who require it.

### **GUIDELINES FOR ACTION**

#### **Pre-school to Primary School**

1. Transition Coordinator to update the Prep Transition brochure early in Term 4 the previous year. New brochures setting out the Prep Transition Program to include transition dates and relevant school information.
2. A budget will be allocated for Prep Transition.
3. Program to be collaboratively planned with all Prep teachers and the Principal.
4. Prep teachers to make contact with local pre-school teachers in Term 1 to establish relationships.
5. Current Prep children to visit Narre Warren North Kindergarten children and 'make a new friend'.
6. Invite pre-school parents to attend school events such as Prep Open Morning, Open Night during Education Week and Show Day.

7. During Term 2 and 3, Narre Warren North Kindergarten children will be invited to visit current Preps in the Prep classrooms on different occasions.
8. Children will participate in the Pathway to Prep Transition Program during Term 4. This will include a Prep Orientation Morning held in December.
9. During the first transition session a Parent Information session will be held. A parent morning tea will be held during the last session.
10. Before the Prep Orientation Morning Prep parents to be informed of their child's teacher.
11. At the beginning of the school year information on school processes will be emailed to parents.
12. Social Night to be held at the end of February for Prep families to meet with the Principal, Teachers, School Council members and other Prep Parents.
13. Transition survey to be distributed to parents in March. Data to be collated to inform changes and improvements. Report to be prepared and presented to School Council by the end of Term 2.

### **Intra-School Transition**

1. Classroom teachers will be provided with as much information as possible by the parents of new enrolments including details of personal, social and learning needs.
2. An intra-school transition program will occur for the whole school at the end of each year.
3. The intra-school transition program will include familiarisation visits and activities in future classrooms and a chance to meet future teachers.
4. All teachers who will be teaching at our school the following year, but are not yet employed at our school, will be invited to participate in the program and meet their future students and teaching colleagues as part of the intra-school transition program. This will form part of their own induction program.
5. Students with special needs will have the program modified or extended to meet their particular circumstances. These students to visit their new area of the school with an Integration Aide for familiarisation e.g. Senior School, if required.

### **Primary to Secondary**

1. A teacher will be appointed to coordinate our Year 6-7 Transition Program.

2. The School will develop and maintain close relationships with Cluster Secondary Colleges on all matters relevant to Transition including student wellbeing. This includes orientation days at local Colleges, and Year 7 Coordinator and student visits to meet prospective students at Narre Warren North Primary School.
3. The Grade 6 Transition Coordinator will liaise closely with the Year 7 Transition Coordinators at local secondary colleges to ensure that relevant transition information is passed on.
4. Information about Government and non Government Schools will be made available as requested to all parents without giving or implying endorsement of any one system.
5. The school will inform parents of secondary school information sessions at local schools.
6. All necessary documentation for secondary school will be forwarded to parents for completion.
7. Grade 6 students will visit their designated secondary colleges for a full day Orientation Program late in Term 4.

This policy is to be read in conjunction with the school's Enrolment Policy and the school's Prep Transition Policy.

This policy will be reviewed as part of the school's three year cycle.

Reviewed: 23<sup>rd</sup> May 2016

Ratified by School Council: 14<sup>th</sup> February 2017

Ratified by School Council: 9<sup>th</sup> June 2020