

NARRE WARREN NORTH PRIMARY SCHOOL

Transition ~ Pre-school to Primary School Policy

RATIONALE

Narre Warren North Primary School is committed to child safety and establishing and maintaining child safe and child friendly environments where all children are valued and feel safe.

By providing all school environments (this includes onsite, online activities and offsite) that are stimulating, safe, happy and positive, we foster the learning potential of our children. A successful transition program from preschool to Prep assists students in transitioning effectively into primary school.

PURPOSE OF THE POLICY

1. To establish a relationship between primary school and pre-school.
2. To establish the number of incoming Prep students to allow for efficient and effective planning.
3. To ascertain any special needs and requirements needed for individual children.
4. To provide a smooth, enjoyable and secure start to school for the Prep children.
5. To inform parents/guardians about the process of starting school, the programs and policies within the school and how they can prepare their children for transition into Prep.

GUIDELINES FOR ACTION

1. Transition Coordinator to update the Prep Transition brochure early in Term 4 the previous year. New brochures setting out the Prep Transition Program including 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. Prep Transition Co-ordinator will then liaise with Kindergarten for ongoing transition activities for the remainder of the year.
5. Current Prep children to visit Narre Warren North Kindergarten children.
6. Invite pre-school parents to attend school events where appropriate, such as Show Day.

7. During Term 2 and 4, Narre Warren North Kindergarten children invited to play with Prep children in the school's playground/school oval and visit current Preps in the Prep classrooms on a different occasion.
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 second last transition session a Parent Information session will be held. An agenda item will be to outline processes and procedures related to the Child Safety standards.
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 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.

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	February 2026