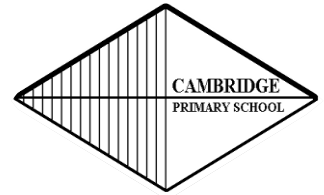


WHOLE SCHOOL TRANSITION



Purpose

- To initiate the educational partnership between parents, children and teachers.
- To facilitate the successful transition of children from pre-school/child-care and/or home environment to primary school.
- To provide children with positive experiences to help them transit from one year level to the next.
- To facilitate children's improved optimism in progressing to the following year.
- To provide opportunities for the children in Years 5 and 6 to experience transition activities relating to secondary schools.
- To support students, parents and staff in the transition process.

Guidelines

Kindergarten to Prep

- Student enrolments are accepted throughout the academic year prior to the commencement of school, according to our current Enrolment Policy and the protocol and timeline outlined in the Wyndham District Transition to Primary School Guidelines.
- Parents will liaise with the school in providing documentation of individual requirements to meet the needs of special needs students by October 1st for the purpose of applying for Disabilities and Impairments (DAI) funding.
- Enrolments for the school will be promoted through our primary feeder kindergarten / childcare centres and our school newsletter.
- The transition program timeline as documented in school protocols is to be implemented annually.

Intra school Transition (Prep to Year 6)

- The transition program timeline as documented in school protocols is to be implemented annually.

Primary to Secondary

- Guidelines and timelines as outlined by Wyndham Curriculum Council transition network and the Western Metropolitan Region will be adhered to.

Implementation

Kindergarten to Prep

- The protocol outlined in the document "Transition to Primary School" Wyndham District Policy will be followed.
- The School Prep Information Booklet will be updated annually and distributed to all Prep families.
- All Prep families will be interviewed by a PCO or designated staff member.
- The school will consider Student placement requests (if appropriate) made in writing during the Prep family interview.
- Where students with Special needs have been identified and enrolled into the school, the Prep Coordinator/ Student Welfare Coordinator will liaise with the family, Kindergarten Director and ISIS Care workers.
- In accordance with Department of Education and Early Childhood Development policy, a staggered start to the commencement / conclusion of the school day will be implemented in the first week of the school year.
- Prep students will have a reduced attendance for an initial period of time, with a structure to be determined by the teachers taking Prep that year.

The following timeline will apply:

Term One:

- Invite main feeder kinder to attend the Prep Easter Hat Parade

Term Two:

- Main feeder kindergartens invited to come and use facilities such as library, gym and playground in consultation with the school.
- Early Information night held during Education Week regarding school readiness.

Term Three:

- After the 2nd enrolment week hold a one hour transition session for incoming students.
- Parents will be invited to stay during the first transition session.
- Current year 4 students to visit main feeder kinder. Year 4 section leader to facilitate.

- Begin interviews with parents and child.
- Send out report for kinder teachers prior to end of term 3.

Term Four:

- Early Term 4, Prep teachers visit local feeder kinders.
- Hold four transition sessions.
 - ~1 x 1 hour (general discussion and craft activity, parents attend information session with Early Years Coordinator to watch reading dvd).
 - ~2 x 2 hour visits (school tour, craft activity, play on equipment, bring play lunch).
 - ~1 x ½ day held on Yr 6 Orientation Day (bring play lunch and lunch, attend one specialist class and a variety of class activities).
- November Information Night where individual packs are given out. Various guest speakers to talk about aspects of school.

Throughout the year:

- Invite feeder kindergartens to whole school incursions eg: Performing Arts, visiting authors, parent information nights etc.
- During Christmas holidays Prep teachers send a letter to each child in their new class.

Intra School Transition (Prep to Year 6)

- Year 5 students to pair up with Preps for buddies and Year 6 students to be paired up with Year 1 students.
- Term 3 – 2 x 1 hour transition sessions
- Term 4 – 1 x 2 hour transition session. 1 x full day to be organised after the furniture move.
- When grades are being formulated, sections to organise rotation activities to observe group dynamics and make necessary changes where required.

Primary to Secondary

- School involvement in Transition programs organised by local secondary colleges.
- School representation on Wyndham Curriculum Council Middle Years Transition Network.
- Disseminate information about Transition/Open Days to Year 5 and 6 students.
- Invite previous Junior School Councillors to come back on intra school transition days.
- Follow Western Metropolitan Region timeline pertaining to Secondary enrolments annually.

Evaluation

- Survey Prep parents regarding the transition program (prior to end term 1)
- Survey staff regarding the whole school transition program (end term 4)
- Attitudes to school survey pertaining to connectedness to school.
- Parent Opinion Survey pertaining to connectedness to school.

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