

## Transition Policy

### **Definition**

The term "Transition" refers to the movement of Kindergarten children to Prep, Junior to Senior school and Grade 6 to Secondary College. It also includes children who transfer in from another school.

### **Aims:**

- To provide smooth and efficient transition for all students, and support provided to those who require it.
- To optimise learning opportunities through the process of transition.
- To enable assessment of student needs in terms of provision and funding of additional support.

### **Implementation:**

- Opportunities will be provided for parents to visit classes and / or communicate with the school regarding their child's progress at all times. Any issues that arise will be attended to as soon as possible. This may involve personal, phone, email or communication via Compass.
- All students will participate in the State Wide Transition Day in December each year.

### **KINDER TO PREP**

- A staff member will co-ordinate the Kinder to Prep Transition Program.
- Information will be collected about each child from the kindergartens, and meetings will be organised with parents of children with special needs to discuss programs and resource requirements, so that funding applications can be completed if necessary.
- A Learning Together Transition Program will be organised which gives all children planning to attend Foster Primary School the opportunity to attend our school for two hours every week for seven weeks during Term 4. These sessions may include activities in classrooms, outdoor play, familiarisation tours of the school, eating of a snack and visits to the office. Any visiting artists or performances that are occurring during Term 4 may be incorporated into the Transition Program.
- Current Grade 5 students, with a staff member, will be involved in the transition program by visiting the Kinder in Term 2 and Term 3, and participating in the Learning Together Transition Program in Term 4. These Year 5 students will then be 'buddies' in the following year.
- An information evening will occur in Term 3 so that parents can be informed about the school's programs and procedures, and an opportunity will be provided for questions and discussions. All parents will receive detailed information packages about the school and an enrolment kit.
- All Prep students will receive a take-home kit at the end of the transition program to enhance their learning and transition to school the following year.
- The kinder children will attend Foster Primary School on the State Wide Transition Day in December.
- Prep students will not attend school on Wednesdays through January and February.

### **YEAR 6 TO SECONDARY SCHOOL**

- A staff member will co ordinate the Grade 6 to Year 7 Transition Program.
- The Transition Coordinator will communicate with the Secondary School and Coordinators of other feeder Primary Schools.
- The Co-ordinator will organise visits to the Secondary School throughout the year.
- Relevant information will be provided to the Secondary College of choice about each enrolled child from our school and completed Secondary College Transition Information Forms.
- Meetings will be organised with parents of children with special needs to discuss programs and resource requirements for the following year.
- Students will attend three days at Foster Secondary School and ex-students from FSS will come down to talk to the Grade 6 students about their experiences.

### **YEAR 2 TO YEAR 3**

- The Junior and Senior Department Coordinators will manage the transition of students between the Departments. This will include an Information Evening or an Information Sheet for parents of Grade 2 students in November.
- Grade 2 students will be involved in transition sessions with the Grade 3 students and will undertake some of their normal learning program in the grade 3/4 rooms while the Grade 3/4 students are on camp. They will also participate in a Kitchen/Garden session as part of the transition program.

## **NEW STUDENTS**

- The Principal is responsible for the initial organisation of new students. Each new family / prospective family will be invited to undertake a tour of the school and an information session prior to enrolment. The Principal will then allocate new students to a class.

This Policy was last ratified by School Council in **October 2017**