

TRANSITION POLICY

1. Rationale:

- 1.1 Children moving into any phase of schooling should do so with confidence and an accurate knowledge of school expectations.

2. Aims:

- 2.1 To make the transition into the school setting an enjoyable and enlightening experience.
- 2.2 Children will be informed of the structure, organization and expectations of the school.
- 2.3 The support of the parents will contribute to successful implementation of the program.

3. Implementation:

- 3.1 The Level 1 coordinator will be given the responsibility for ensuring students moving into the school feel welcome and secure.
- 3.2 The Level 4 coordinator will ensure that students moving into the post-primary sector understand its opportunities and expectations.
- 3.3 Frequent meetings will be arranged between Kingston Heath Primary staff, parents and the staff attached to the local pre-school community and the Secondary Colleges.
- 3.4 Children will be given the opportunity to visit and spend time in the future schools and with the teachers involved.
- 3.5 Kingston Heath Primary School staff will thoroughly brief parents of potential future Prep children about the transition process and school procedures.
- 3.6 Parents of students in the upper school will be provided with relevant information so that informed choices regarding government Secondary Colleges can be made.
- 3.7 Parents of children in the pre-school system will be provided with relevant information so that informed choices regarding primary education can be made.
- 3.8 Children enrolled for the start of the new year, as well as children who have not enrolled, will be invited to be involved in the Term 3 Transition program held fortnightly and the Term 4 Transition/Orientation sessions held weekly, which familiarise all students with the school culture and enrolled children with their new classes and teachers.
- 3.9 Children in all year levels will be involved in a transition program during term 3 and 4 to prepare them for the next year of school. This will involve working in different Learning Centres and with other students and teachers.

4. Evaluation

- 4.1 The coordinators will carry out an annual review of the procedures undertaken to facilitate both Prep and Year 6 transitions annually. Consultation with, and feedback from both local pre-school settings and Secondary Colleges will be sought. All Information Books will be updated annually. Policy ratified by School Council on 26th May 2014.