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.