Rationale:
Students commencing or changing schools or year levels within our school, are required to cope with a very different environment. It is our responsibility to make this transition as enjoyable and trouble free as possible.

Aims:
• To provide a smooth and efficient transition for all students, with relevant and required levels of support: from preschool to school, within year levels, from previous schools and to secondary school.

Implementation:
• Our school will appoint a staff member to coordinate our prep and Yr 6/7 transition programs.
• Information will be sought about each child from parents, preschools or previous schools, and meetings will be organised with parents of children with special needs to discuss programs and resource requirements.
• A whole school transition program will take place throughout November, to ensure a smooth year level transition.

Prep Transition:
• A Prep transition program, usually 5 sessions, will be organised during term 4 for students enrolled for the following year. Classroom-based activities will form the program.
• If possible, teaching roles and classes for the following year will be finalised in time for the final transition visit, so that parents can be made aware of, and meet their child’s teacher, and so that children can have an experience with their ‘new’ teacher in the corresponding classroom.
• An information evening will occur late in term 4 so that parents can be informed about the school’s programs and procedures, and an opportunity will be provided for questioning and discussions. Beginning of year arrangements will be covered in detail.
• All parents will receive detailed information packages about the school. Opportunities will be provided for parents to communicate with the school regarding their child’s progress during this transition, and any issues that arise will be attended to as soon as possible.
• Prep students will not attend school on Wednesdays during February.

Yr 6/7 Transition:
• The Yr 6/7 transition process will follow the timeline determined by DEECD.
• Parents will be kept fully informed of the process relating to enrolling their Year 6 student into a secondary college.
• Visits to local secondary colleges will be arranged by the Yr 6/7 transition coordinator where appropriate.
• Meetings will be arranged with secondary colleges to pass on relevant student information.

Newly Enrolled Families:
• Families enrolling from other schools will be provided with a comprehensive information pack, including relevant policies and payment information. They will be offered a tour of our facilities, and, where possible, introduced to their child’s new teacher prior to commencement.
• Teachers will ensure newly enrolled students are made to feel welcome, and know their way around our school by, for example, pairing them up with other responsible students.

Evaluation:
This policy will be reviewed as part of the school’s three-year review cycle.