

TRANSITION POLICY
SECTION ONE
TRANSITION – FROM PRE-SCHOOL TO PREP

1.0 PURPOSE

- 1.1 To provide students with a secure, safe and happy transfer from preschool to Prep level in primary school.
- 1.2 To encourage regular consultation between the school and preschools regarding student learning needs.
- 1.3 To enhance the students' sense of security through involvement in the transition program.
- 1.4 To gradually familiarise students and parents with the classroom routines and the physical environment of the school before commencing school at a new location.
- 1.5 To ensure the physical demands of the school environment match the capacity of the students.

2.0 GUIDELINES FOR IMPLEMENTATION

- 2.1 Students in Year 5 will be involved in helping Prep students build relationships and orient themselves to the new physical and social environments as part of the Buddy Program.
- 2.2 Opportunities will be provided for parents and students to get to know the school, through Open days and Orientation days, which introduce students to activities in the classroom and specialist programs.
- 2.3 An information evening will be held for prospective parents in 4th term.
- 2.4 An information booklet will be provided to all prospective parents.
- 2.5 At the beginning of the school year the length of the school week for Prep students will be shorter than standard school hours to allow children to acclimatise. Parents will be notified as to the starting and finishing times for the new Prep year.
- 2.6 Prep children may have an adjusted timetable for lunch and play breaks whilst they familiarise themselves with their new environment.
- 2.7 Class groupings will be decided after considering all information.
- 2.8 A Transition Co-ordinator from the Prep teaching staff will be appointed each year to manage the Program and processes involved.

3.0 BASIS OF DISCRETION

- 3.1 Year 5 students will begin their involvement in the Buddy Program in their last term of Year 4.
- 3.2 Where possible, Prep teachers will arrange for Yr 6 students to visit local feeder kindergartens to help build a positive image of older peers prior to Prep Transition Days.

Status: *Approved by School Council November 2014*

Policy Review Date: *2017*

TRANSITION POLICY
SECTION TWO
TRANSITION – FROM YEAR 6 TO SECONDARY SCHOOL

1.0 PURPOSE

- 1.1 To provide students with a secure, safe and happy transition from primary school to Year 7.
- 1.2 To encourage a positive attitude towards secondary school.
- 1.3 To provide secondary schools with relevant information regarding the physical, social and learning needs of individual students.

2.0 GUIDELINES FOR IMPLEMENTATION

- 2.1 The annual Regional Year 7 Placement Guidelines will be followed.
- 2.2 Staff will liaise with Year 7 Co-ordinators from secondary schools as required.
- 2.3 Any opportunities for students to visit secondary schools will be encouraged by the school.
- 2.4 Students will be encouraged to develop a sense of responsibility and connectedness through experience of leadership roles as part of a Yr 6 Leadership Program and through conducting school assemblies.
- 2.5 Secondary school students will be invited to Chatham Primary School to talk about life in Year 7.
- 2.6 Students will be made aware of the differences in time management and organisation in secondary schools.
- 2.7 Students will be introduced to the use of diaries in Year 5 for marking important dates, assignments due etc., and to the use of timetables.
- 2.8 Students will be given varying deadlines to manage and complete homework and assignment tasks in class.
- 2.9 A variety of programs e.g. Family Life, Drug Education, Internet Safety and Social Netiquette, and Peer Support will be offered to develop an awareness of the importance of a personal code of ethics and to care for oneself and others.
- 2.10 A Transition Co-ordinator from the Yr 6 teaching staff will be appointed each year to manage the Program and processes involved.

3.0 BASIS OF DISCRETION

- 3.3 In Term 4, students may be given the opportunity to develop their navigation skills and knowledge of the public transport system needed for secondary school.
- 3.4 In preparation for secondary school, in Term 4 for Year 6, additional homework may be assigned by teachers for different purposes.
- 3.5 Where possible, an in-school Transition Day Program will be offered for all Year 6 students late in Term 4.

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