

Transition Policy

PURPOSE

A successful transition program ensures a confident and happy transition for:

- incoming students moving from Preschool into Prep
- Tecoma Primary School students transitioning into the next year level
- Year 6 students moving into Secondary school
- New students to Tecoma Primary School.

The aim of this policy is to:

- foster a positive relationship with pre-school and post primary schools
- initiate and maintain procedures which develop student and parent understandings of the transition process
- ensure that a meaningful transition program (from one grade level to the next) is in place.

SCOPE

This policy applies to all students and parents enrolled at Tecoma Primary School.

POLICY

At Tecoma Primary School we aim to ensure the transition process is a fluid one. Moving from Pre-school to Prep, from Year 6 to Secondary School, changing schools and moving from one year level to the next, can be an unsettling time for student and their parents. By setting up the following procedures we aim to fully prepare everyone, so these transitions are as smooth as possible.

Guidelines for Implementation:

Pre-school to Primary School

- The school will liaise with local pre-schools on transition matters
- The school's Prep Unit Leader is responsible for ongoing contact between the school, pre-schools and parents
- Tecoma Pre-School is encouraged to use the school facilities, as approved by School Council
- School tours are offered for prospective parents of students at Tecoma Primary School
- An Information Evening is held in early May to introduce prospective parents to Tecoma Primary School and advise them of the 'Step into Prep' transition program which takes place in third and fourth term each year
- The Tecoma Primary School Information folder and other relevant material is explained and distributed at this Information Evening
- During Term 3 and 4, pre-school children are invited to take part in the 'Step into Prep' program and attend a variety of school activities to familiarise themselves with the school environment
- During Term 3 and 4, a designated 'buddies' teacher from the Year 4 team coordinates visits between Tecoma Pre-school and the Year 4 students in readiness for establishing Year 5/Prep buddies for the following year.
- An Information Evening is held in Late November for the parents of students enrolled in Preps the following year. At this evening, parents are invited to meet the Principal, Assistant Principal, School President and Parent Network President. They will also meet and hear more about life in the Prep room from the Prep teachers so that they have a better understanding of their child's introduction to school life. At this evening they will find out who their child's teacher is, what class they will be in and who the other students will be in their assigned class.

In School Transition

- In mid-November the school's in-school transition coordinator will coordinate Transition week, where each child will have an opportunity to spend time in the area that they will be moving into the following year (and if in a composite year level, with students who they may be with the following year)
- At the end of the transition week all students will be asked to identify the names of 4 students who they would like to be with the following year and 2 other students who they believe they work well with (identifying 6 students in total)
- The school will endeavour to ensure that each child is placed with at least one of the students on their list
- On Orientation Day (usually the second Tuesday in December), students will spend time in their following year's classroom, with their new teacher and with the other students who will be in their class. All students will be given a class list to take home that evening, so that all parents are informed.

Primary to Post Primary

- The school liaises with local Secondary schools on transition matters.
- A school based co-ordinator (Year 6 teacher) will be responsible for ongoing contact and the distribution of information between the school, the secondary schools and parents
- Information nights organised by Upwey High School are advertised by our school. Parents and students of Years 5 and 6 are encouraged to attend and to investigate placement options
- Upwey High School is welcome to present a program in our school
- Application for enrolment forms are forwarded to parents of all year 6 students
- Students are released to visit Secondary schools and attend Orientation Days
- Past students are encouraged to return to school, by arrangement, to share their post primary experiences
- A parent survey will be emailed to each family, at the end of term 1 of the following year, asking for feedback on the 6-7 Transition Program run at the school
- Flexible seating will be provided to encourage self-management and organisation in the classroom (making good choices for their learning)
- In each classroom tubs, separate from student tables, will be allocated in a set area and used as lockers to encourage organisation
- Homework and assessment submissions will be digitised, to mirror Secondary School
- The ABC Program 'My Year 7 Life' will be used as a resource tool, along with its appropriate lessons
- Transition activities will be taught explicitly through circle time/Bounce Back/START.

Students who are new to the school (in levels other than Prep)

- Families are invited to the school's Welcome BBQ, early in term 1
- Students are invited to participate in Orientation Day
- Grade 5 students are allocated a Prep Buddy
- All grade 6 students are given a Leadership role
- Classroom teachers contact the child's previous school to ensure all relevant information is shared
- Classroom teachers meet with the child's parents.

Students who move to our school during the school year

The school will provide:

- a School tour so students and parent know where everything is
- an opportunity (where practical) for each child to take part in an orientation morning/day prior to them starting
- each Prep student and grade 5 student with a Buddy
- each grade 6 and grade 1 student is allocated a buddy
- student requisites, if they do not bring them
- an environment where the child has personalised things in the room (bag lockers, etc.,) so that they are the same as the other students
- a fluid education for the child by ensuring contact has been made with the child's previous school
- an opportunity for parents to meet with their child's teacher

- the child with an opportunity to mix with a number of students in both learning and social situations, both inside and outside the classroom
- communication to all staff to ensuring everyone is aware of a new child starting
- each new student with an appropriate log-in to access the Digital Technologies which is being used in their classroom
- They are allocated with a school house.

At Administration level, the school will ensure:

- Student details are entered on GradeXpert for Data Collection and Reporting
- The class has new hard copy roll slip
- Emergency Management information is update to include their details and contact details.

Students exiting our school prior to the completion of Year 6

The school will ensure:

- Relevant documentation is passed on to the child's new school
- Be available to liaise with the child's new school.

REVIEW CYCLE

This policy was last updated on **13th November, 2018**, and is scheduled for review in **August, 2021**.