

# 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 students 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 Team 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 Prep the following year. At this evening, parents are invited to meet the Principal, Assistant Principal, School Council President, Business Manager and a parent from the Parent Network. 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. They will also find out who their child's Year 5 buddy is.

- School administration, class teachers and other staff will go through all sections of the Tecoma New Student Checklist (attached) to ensure all items have been addressed.

### **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 multi-aged (composite) class, 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 6 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 afternoon, so that all parents are informed
- In the last weeks of the school year, once teachers and classes are set, there will be a dedicated staff meeting where the handover of student files and information pertaining to each child, will take place between the current year's teacher and the child's future teacher. A list of requirements for these files will be sent to teaching staff each year by the school's Assessment & Reporting Coordinator, so that the information in each student's file is consistent.

### **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
- An email, connecting with families of year 7 students will be sent out at the conclusion of Term 1, offering the ability to give feedback on the Year 6 transition process and check in on how the students have settled into secondary 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 and 'START' (Student Transitions and Resilience Training) at <https://www2.education.vic.gov.au/pal/transition-year-6-7/resources>

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

School administration, class teachers and other staff will go through all sections of the Tecoma New Student Checklist (attached) to ensure all items have been addressed.

The school will also ensure:

- 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

## TECOMA PRIMARY SCHOOL

- 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**

School administration, class teachers and other staff will go through all sections of the Tecoma New Student Checklist (attached) to ensure all items have been addressed.

The school will also 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.

### **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
- That staff are available to liaise with the child's new school.

## **POLICY REVIEW AND APPROVAL**

<i>This policy has a review cycle of 3-4 years</i>	This policy was approved by School Council on <b>23<sup>rd</sup> November, 2021</b> , and is scheduled for review in <b>October, 2024</b> .
<i>Reviewed and approved by all members of School Council</i>	<i>Rohan Thompson, Di Double, Chelsey Robins, Stuart McLean, Phil Darbyshire, Laura Rawnsley, Deb Langford, Matt Ford, Bec Hale, Lisa Hoskins-Faul</i>
<i>Approved by</i>	<b>Principal – Rohan Thompson</b> <b>School Council President – Lisa Dell</b>



Name of student: \_\_\_\_\_

Year level: \_\_\_\_\_

Tecoma New Student Checklist		
Office	Classroom Teacher	Other
<input type="checkbox"/> Office has advised parent about downloading COMPASS and Qkr <input type="checkbox"/> Suite of permission forms (photo and video permission, Digital Technologies code of conduct, PG permission) <input type="checkbox"/> Parents have signed Child Safety Code of conduct and given school a copy of WWC (if they have one) <input type="checkbox"/> Student has been given school uniform <input type="checkbox"/> New classroom roll given to classroom teacher <input type="checkbox"/> Office to give classroom teacher new red folder for student <input type="checkbox"/> Student contact details added to EMP <input type="checkbox"/> Office has given Librarian & TSSP Technician Cases Student ID and date of birth for laptop login and Library	<input type="checkbox"/> Update any upcoming camp or excursion numbers <input type="checkbox"/> Give student classroom resources (book pack, bag locker) <input type="checkbox"/> Classroom teacher to add student to Essential Assessment <input type="checkbox"/> Class sheet with updated student list replaced in Emergency Folder in the classroom <input type="checkbox"/> Classroom teacher to add parent email to class distribution list <input type="checkbox"/> Add student name for any classroom displays (e.g. birthdays, classroom jobs etc) <input type="checkbox"/> Allocate student a laptop number <input type="checkbox"/> Classroom teacher has done a PM Benchmark Running Record and contacted Reading Room Coordinator or Literacy Tutor if student is below reading level <input type="checkbox"/> Give student a 'buddy' in classroom <input type="checkbox"/> If student is in Prep or Grade 5 given a buddy	<input type="checkbox"/> Has the student been approved for enrolment by the Principal <input type="checkbox"/> Has the classroom teacher been informed by the Principal <input type="checkbox"/> Seesaw, Wushka and Reading Eggs account created (P-2) *contact Junior School Digital Technologies Curriculum Coordinator <input type="checkbox"/> Google Account (3-6) created *contact Senior School Digital Technologies Curriculum Coordinator <input type="checkbox"/> Add student to COMPASS *contact Assessment & Reporting Coordinator <input type="checkbox"/> Add to PAT *contact Curriculum Coordinator <input type="checkbox"/> Parent WWCC, Code of Conduct and Vaccination Status are entered on the Google spreadsheet by AP

- Have any files from previous school been received
- Have the specialist teachers been informed
- Headphones (for computers) have been supplied by the parent