

Policy Number	Ratification Date	Reviewed	Review Date
42	2017	April 2020	April 2023



Year K-7 SCHOOL TRANSITION PROGRAM GUIDELINES

Definition

Transition refers to the movement of students throughout each phase of schooling from Kindergarten to Year 7.

Rationale

Students moving into any phase of schooling should do so with confidence and an accurate knowledge of school expectations. This can be achieved by making the transition into the school an enjoyable and enlightening experience. Children will be informed of the structure, organisation and expectations of the school. The support of parents through this process is vital in giving their children a realistic and positive attitude to the coming year.

Aims

- To ensure children feel supported and confident by understanding the structure, organisation and expectations of the coming year level.
- To enable the student to feel connected to his/her new teacher, class grouping, whole cohort group and learning environment.

Transition for students entering from Kindergarten to Foundation

Implementation

- School tours are held throughout the year as indicated on the school website, in school newsletters and on Compass. Parents and carers are invited to book in for these tours through an online booking system.
- Our school appoints a Foundation staff member to coordinate our K - F Transition Program. They are supported by the Leadership Team.
- Members of the Foundation Transition team visit local Kindergartens and liaise closely with their directors.
- Prospective parent evenings are held for parents of students entering Foundation. These dates are published through local kindergartens, the school newsletter, Compass and on the school website.
- Four Transition Days and one Orientation Day are held throughout Term 4.
- During the Transition days, students spend 100 minutes in a Foundation classroom with a teacher to experience and build familiarity with the structure, organisation and expectations of the school. During this time parents meet with the leadership team, a range of specialist teachers and the school administration staff to learn about school procedures and policies; they are invited to ask questions and raise any concerns.
- Final class placement occurs on Orientation Day.
- In Term 1, Foundation students attend school for four days a week. The fifth day is used for mandated testing. This occurs for six weeks.
- Foundation students have a dedicated playground area to ensure they mix together enabling them to build relationships within their cohort.
- Foundation students are matched with a Year 4 Buddy. The Buddy Program will enable time together for a range of experiences and to build confidence and further relationships across the school.

Transition for students entering Years 1-6

Implementation

- The Year 1 – Year 6 School Transition program held at the end of each year to support students into their next year of schooling, is run over three days; the first two days are called ‘Transition Days’ and the last day is called ‘Step-Up Day’.
 - On the first Transition Day each student will spend a period of 100 minutes in the next year level.
 - On the second Transition Day each student will spend half a day in the next year level.
 - On Step-Up Day each student will spend the whole day with their future teacher and class cohort in their future learning space.
- Transition Days usually occur in late November and early in December, and Step-Up Day during the last week of the school year – subject to the school calendar and end of term timelines. These dates will be determined in Term 3
- Transition dates will be published to the school community as soon as determined
- Incoming students will receive a ‘welcome pack’ and are invited to attend the Transition program. New students will be partnered with a ‘buddy’ to help them through the day
- During Transition Days all students will spend time in their next year level, meeting a range of teachers and getting to know the environment in which they will spend the coming year
- Teachers plan a program for the day which allows students to move through several classrooms for different learning experiences. Sessions in core subjects and experiences to build relationships will be part of the day.
- During Step-Up Day all teachers with teaching responsibilities for the coming year, including newly appointed staff, (where possible) teach their future class for the day
- Students will experience a typical day in the life of a student from the next level with sessions in reading, writing, mathematics and wellbeing
- Following Step-Up Day, students will bring home a mini newsletter from their new class teacher with important information about the first week of school in the coming year.

Transition for students entering Year 7

Implementation

The date of transition events for entry into State Government Schools is planned by the Department of Education. Our school appoints a year 6 staff member to coordinate our year 6 to 7 transition program.

Orientation days:

- Aim to promote enthusiasm and positive participation for secondary education in Year 6 students
- Are part of an extensive transition program conducted by secondary schools throughout the year
- Should be run by all secondary colleges, usually on the second Tuesday of December, following the final compulsory day for Year 10 students. Any proposal to change this date should be fully discussed with other schools and the regional director.

Should provide a full day program that:

- Is the responsibility of the secondary college
- Should be devised in consultation with primary schools.

Responsibility for students rests with:

- Parents/guardians while students are travelling to and from orientation day
- The secondary school while the students attend orientation day
- The primary school when students do not attend orientation, for example, if they intend to attend a private secondary school.

Review

This policy will be part of the school’s four year review cycle or as required.