



# TRANSITION POLICY

## PRE-SCHOOL TO PRIMARY SCHOOL

---

### RATIONALE:

- Pre-school students commencing school are required to cope with a very different environment. It is our school's responsibility to make this transition as enjoyable and trouble free as possible.

### AIMS:

- To provide a smooth and efficient transition from pre-school to primary school with additional support provided to those who require it.

### IMPLEMENTATION:

- Transition from pre-school to primary school can be a difficult time for both students and parents.
- Teachers will read Transition Learning Statements if sent by Kindergartens and contact them if needed.
- Our school will appoint a staff member to coordinate our prep transition program.
- After enrolment, we will communicate with each family and inform them of orientation times and dates.
- Information will be sought about each child from the pre-school, and meetings will be organised with parents of children with special needs to discuss programs and resource requirements.
- A transition program will be organised with each pre-school during Term 4, which allows each child (and their parents) the opportunity to attend our school on 3 occasions.
- Visits will consist of familiarisation tours of the school, activities in classrooms, and visits to the sick bay and principal's office. Any visiting artists or performances that are occurring during Term 4 may be incorporated into the transition program.
- If possible teaching roles and classes for the following year will be finalised in time for the children to meet their new teacher during the last orientation session. Where this is not practicable, letters will be sent home to each student informing them of their teacher's name and room number.
- Three information sessions with child minding will occur 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. The first school day of the following year will be covered in detail.
- All parents will receive detailed information packages about the school.
- A morning tea for parents will be provided on the last day of orientation and the first day of school.
- Specialist staff will assist classroom teachers with the settling in of the new students.
- Opportunities will be provided for parents to visit classes or communicate with the school regarding their child's progress at all times, and any issues that arise will be attended to as soon as possible.
- Prep students will be given appointment times during Term 1 to spend time with their class teacher 1:1 (Refer to dates in the information pack), and for the teacher to conduct assessments.

### EVALUATION:

This policy will be reviewed as part of the school's three year review cycle.

Feedback on success of program will be sought from students, parents and staff.

This policy was last ratified by School Council in April 2015

Name of School Council President: Nicholas Bliss