

# **TRANSITION POLICY**

## **1. RATIONALE**

East Bentleigh Primary School recognises the special needs of children and parents moving from pre-school to Prep; Class 3 to Class 4 in the Steiner Stream, from class to class in the Mainstream and Year 6 – 7.

Communication, cooperation and strong links between the school/s, parents, teachers and students lessen apprehension and promote a smooth progression.

As students move into, up and through the school they will manage these progressions much more efficiently if they experience an effective transition program prior to the changes.

It is our responsibility to make this transition as enjoyable and trouble free as possible

## **2. GUIDELINES**

1.1 The Principal/Assistant Principal will oversee the whole school transition program.

1.2 A Prep Coordinator will be responsible for the Prep transition

- A Class 3 Teacher will be responsible for the Year 3-4 transition
- A Year 6 coordinator will be responsible for Year 6-7 transition

1.3 Close links with Pre-schools and secondary colleges will be maintained.

1.4 Transition program for new prep students and parents will be held during November – linked to the common SaGE ( Stonnington and Glen Eira) Network dates

1.5 Year 6 Orientation to Government Secondary Colleges will be held in December

1.6 The transition program will include familiarisation visits and activities in future classrooms and a chance to meet future teacher

1.7 Information nights for parents.

## **3. IMPLEMENTATION**

2.1 The Principal/ Assistant Principal will ensure that the process is organized and carried out at the same time for all the students.

2.1 Students will participate in programs to develop pertinent skills and processes.

2.2 Information booklets will be provided for parents across each level on enrolment.

2.3 The office staff under the direction of the Principal will be responsible for providing information for Prep parents including:

- Folders containing school details
- Letters to families on the waiting list
- An information night and tours of the school
- Advertising enrolments through newsletters/boards/Flyers/School Tours
- Invitations to attend any special events.

2.4 The Prep coordinator will organise an information meeting after Open Day.

2.5 Information will be sought from the pre-school regarding students' needs and meetings will be organised with parents to discuss these.

2.6 The Year 6 transition coordinator will:

- Communicate with secondary colleges to facilitate the transition process
- Provide documentation required by the colleges
- Advertise open days, information Evenings and other events provided by the secondary colleges
- Ensure students have the opportunity to participate in secondary transition programs.

2.7 The Principal/Class 3 teachers will

- Hold an information night about the procedures involved in changing teachers in Class 4
- include familiarisation visits and activities with new teacher/s

2.8 All classes who pass their classes on need to give detailed disclosure, all documentation and assessment records.

2.9 All teachers who pass their class on needs to ensure that all class supplies are passed on.

## **EVALUATION**

Evaluation of the program is of an ongoing nature and allows families and school members to determine the success of the program and is also an opportunity to implement changes.

- The Transition Policy to be reviewed annually by staff.
- Parent surveys are to be distributed at the end of Prep transition in term 4 and mid-way through term I of the following year?
- This policy will be reviewed as part of the school's three year policy review cycle.

This Policy was ratified by School Council in ....

August 2012