

# WHOLE SCHOOL TRANSITION POLICY



## Aims:

- To encourage the educational partnership between parents, children and teachers
- To facilitate the successful transition of children from pre-school/child-care and/or home environment to primary school
- To provide children with positive experiences to help them transition from one year level to the next
- To facilitate children's improved optimism in progressing to the following year
- To provide opportunities for the children in Years 5 and 6 to experience transition activities relating to secondary schools
- To support students, parents and staff in the transition process

## Implementation:

### Kindergarten to Prep

- Student enrolments are accepted throughout the academic year prior to the commencement of school, according to our current Enrolment Policy, network protocols and timelines outlined in the Wyndham District Transition to Primary School Guidelines
- Parents will liaise with the school and provide documentation for students with additional needs on enrolment, or by the end of term two, for the purpose of applying for funding through the Program for Students with Disabilities
- Enrolments for the school will be promoted through our primary feeder kindergarten/childcare centres, local newspaper, the school's website, school's Facebook page and school newsletter
- School tours will be conducted during Wyndham Enrolment Week and in response to public request at other times of the year
- The Cambridge Primary School Information Booklet will be updated annually and distributed to all new families in the enrolment pack
- If required, all prep families will be interviewed by a Principal Class Officer (PCO) or designated staff member
- Where students with additional needs have been identified and enrolled, the prep coordinator/ student welfare coordinator will liaise with the family, kindergarten director and ISIS care workers
- In accordance with Department of Education and Training (DET) policy, a staggered start to the commencement/conclusion of the school day will be implemented in the first week of the school year
- The first four days of school will be used for 1-1 assessment of Prep students
- Prep students will not attend school on Wednesdays during February
- Transition statements completed by Kindergartens and uploaded on the insight platform will be shared with the coordinator of the Out of School Hours Care program to assist with new prep students attending the service

The following timeline will apply:

### **Term Two:**

- Main feeder kindergartens will be invited to use school facilities such as professional learning sessions, library, gym and playground in consultation with the school

***Respect, Integrity, Self-resilience, Excellence***

**Term Four:**

- Early term four Leadership and/or the Prep Transition Coordinator (if required) will visit the local feeder kindergartens
- Extra transition sessions will be provided
  - 3 x 1 hour ~ hands on activities, parents attend expo
  - 3 x ½ hour extra transition for students who require extra assistance
  - 1 x ½ day held on State Wide Transition Day ~ bring recess, lunch and a hat
- Prior to Christmas holidays prep teachers send a letter to each child in their new class.

**Throughout the year:**

- Invite feeder kindergartens to whole school incursions eg: Performing Arts, visiting authors, parent information nights, fetes etc.

**Intra school Transition (prep to grade 6)**

- The transition program timeline is to be implemented annually.
- Grade 5 and 6 students will pair up with preps and grade 1 students as buddies.
- Transition between kinder & school and school & kinder during Term 3.
- Term 4 – 1 hour transition session. 1 x full day during the last week of Term 4.
- When grades are being formulated, where possible year level teams to organise rotation activities to observe group dynamics and make necessary changes where required.

**Primary to Secondary**

- Guidelines and timelines as outlined by Wyndham Curriculum Council transition network and the network will be adhered to.
- Students in grades 5 and 6 will have opportunities to visit feeder secondary schools throughout the year as well as the grade 6 students participating in Orientation Day.
- Students will be involvement in transition programs/activities organised by local secondary colleges
- The school will have representation on Wyndham Curriculum Council Middle Years Transition Network (If applicable)
- The school will disseminate information about Transition/Open Days to grade 5 and 6 students
- The school will follow timeline pertaining to secondary enrolments annually
- The school will endeavor to notify parents of important state secondary school dates eg Secondary Expos, scholarship opportunities open days etc.

**New students**

- New students, other than those in prep, beginning at Cambridge Primary School the following year, will be invited to attend for the final transition day so they may spend the day with their new class/teacher

**Evaluation:**

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

<b><u>Ratification Date</u></b>	<b><u>Review Date</u></b>	<b><u>Policy Number</u></b>	<b><u>Version Number</u></b>	<b><u>Date Produced</u></b>
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