

TRANSITION POLICY

RATIONALE

Students require support as they transition to new learning environments. This includes the transition from Preschool to Prep, progression between year levels throughout Primary school and from primary to secondary school at the conclusion of Year Six. At Mount Waverley North we aim to ensure that students and families are well supported to experience positive transitions.

PURPOSE

- To ensure a smooth and efficient transition from pre-school to primary school and from primary school into secondary school with the required levels of support for individual students
- To establish communication links and liaise with kindergartens, child care centres and secondary schools regarding student learning needs
- To develop and maintain a close, cooperative relationship between parents, students and teachers
- To support students as they transition from one year level to the next throughout the school

IMPLEMENTATION

Prep Students

A member of the Principal Team will be available to meet with new and prospective families and conduct tours of the school

- Prospective parents and students will be given the opportunity to visit the school during designated Open Mornings and Evenings and arranged school tours
- A staff member will coordinate the Prep Transition Program
- Parents will be informed about specific Prep programs through Information Sessions in Term One
- In the first few weeks of the year the length of the school day for Prep students will be timetabled in accordance with DET guidelines
- A Prep Information Booklet will be made available to all Prep families
- The major transition visits for incoming Prep students and their parents will occur in November
- Where possible, students will meet with their teacher and visit their classroom for the following year, during the final transition visit
- Pre-school teachers' recommendations will be taken into consideration when organising prep classes

Year 6 Students

- A staff member will be appointed to coordinate the Year 6 to Year 7 Transition Program
- A Year 6 to Year 7 Parent Information Evening will be conducted each year
- As per the Year 6-7 Placement Timeline;
 - In Term Two, the school, on behalf of DET, will send transition forms to each family (North-Eastern Victoria Region Application for Enrolment – Year 7)

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- Secondary Schools will notify Mount Waverley North Primary School during Term Three regarding student placement.
- Mount Waverley North Primary School will notify parents of their child's secondary placement in Term Three
- Year 6 teachers will complete transition information forms and return them to the relevant Secondary Schools. DET schools require these forms to be completed as do Independent schools
- Secondary School Coordinators of Year 7 students, may visit Mount Waverley North Primary School and meet with students and or teachers
- Students will be encouraged to participate in Orientation Day programs. These will vary according to the school that students will be attending in Year 7
- Students' files will be collected at the end of Year 6 and stored for five years. The files can be sent onto DET schools. No files will be sent to Independent or Catholic Schools unless express permission is provided from parents.

Transition Throughout the School

- All students will participate in a transition program in Term Four prior to the subsequent year's class placements being finalised
- Teachers will participate in a 'handover' process each year to communicate individual student needs
- Throughout the year members of the school's various Professional Learning Teams (PLTs) will meet to discuss the organisation and continuity of curriculum delivery from year level to year level
- Where appropriate, the school will make use of appropriate school staff to support student transition
- Relevant staff will meet with the Principal Team to discuss the individual needs of particular students
- Each year, parents will have the opportunity to communicate their child's transition needs via letter or email to the Principal during Term Four.

EVALUATION

- The transition program will be reviewed annually by staff
- Feedback will be sought from parents through the Parent Opinion Survey
- Feedback will be sought from Kindergartens/Child Care Centres and Secondary Schools
- This policy will be reviewed in line with the school's Evaluation of Policies Timetable.

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