

# TRANSITION

## POLICY

### PRE-SCHOOL TO PRIMARY SCHOOL

#### Rationale:

- Infant 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.
- Our school will appoint an experienced staff member to coordinate our prep transition program.
- We will communicate with each feeder pre-school and inform them of the names of students who have enrolled at our school.
- Information will be sought about each child from the pre-school via the 'Transition Learning Development Statement', 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 4 occasions during the term.
- Visits will consist of familiarisation tours of the school, activities in classrooms, specialist lessons and visits principal's office. Any visiting artists or performances that are occurring during term 4 may be incorporated into the transition program.
- It is anticipated that teaching roles and classes for the following year will be finalised in time for the final pre-school visit, so that parents can be made aware of, and meet their child's teacher, and so that children can have an experience with their 'new' teacher in the corresponding classroom.
- An information evening 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, and all prep students will be mailed a welcome package that will arrive at their home address over the Christmas vacation period.
- 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 not attend school on Wednesday's during February.

#### Evaluation:

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

This policy was last ratified by School Council in....

**March 2015**