FOSTER PRIMARY SCHOOL

Transition Policy

Definition

The term “Transition” refers to the movement of Kindergarten children to Prep, Junior to Senior school and Grade 6 to Secondary College. It also includes children who transfer in from another school.

Aims:

• To provide smooth and efficient transitions for all students, and support provided to those who require it.
• To optimise learning opportunities through the process of transition

Implementation:

• Opportunities will be provided for parents to visit classes and / or communicate with the school regarding their child’s progress at all times. Any issues that arise will be attended to as soon as possible.

KINDER TO PREP

• A staff member will coordinate the Kinder to Prep Transition Program.
• Information will be collected about each child from the kindergartens, 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 the Kindergarten, which allows each child the opportunity to attend our school on several occasions during Semester 2 and throughout the year.
• Current Grade 5 students, with a staff member, will be involved in the transition program the Kinder in Term 2. These Year 5 students will then be ‘buddies’ in the following year.
• School visits will consist of familiarisation tours of the school, activities in classrooms, specialist lessons and visits to the Principal’s office. Any visiting artists or performances that are occurring during Term 4 may be incorporated into the Transition Program.
• An information evening will occur in Term 3 so that parents can be informed about the school’s programs and procedures, and an opportunity will be provided for questions and discussions.
• All parents will receive detailed information packages about the school, and all Prep students will receive a welcome package.
• Prep students will not attend school on Wednesdays through January and February.

YEAR 6 TO SECONDARY SCHOOL

• A staff member will co ordinate the Grade 6 to Year 7 Transition Program.
• The Transition Coordinator will communicate with the Secondary School and Coordinators of other feeder Primary Schools.
• The Co-ordinator will organise visits to the Secondary School throughout the year.
• Relevant information will be provided to the Secondary College of choice about each enrolled child from our school and completed Secondary College Transition Information Forms.
• Meetings will be organised with parents of children with special needs to discuss programs and resource requirements for the following year.

YEAR 2 TO YEAR 3

• The Junior and Senior Department Coordinators will manage the transition of students between the Departments. This will include an Information Evening or an Information Sheet for parents of Grade 2 students in November.

NEW STUDENTS

• The Principal is responsible for the initial organisation of new students.
Each new family / prospective family will be invited to undertake a tour of the school and an information session prior to enrolment. The Principal will then allocate new students to a class.

This Policy was last ratified by School Council in June 2014