



607 Transition Policy

Rationale:

At Cairnlea Park Primary School we acknowledge that students at all levels of the school need to feel safe and secure in their learning environment in order to learn effectively. We recognise the challenges associated with inter and intra-school transition. We aim to facilitate a positive and efficient transition for students and families into, within and out of our school through the provision of effective transition programs.

Aims:

Cairnlea Park Primary School aims to provide a smooth and efficient transition from each phase of pre-school to primary; intra-school; and primary to secondary with additional support provided to those who require it.

Implementation:

K to Foundation

Transition from pre-school to primary school can be a difficult time for both students and parents. Cairnlea Park Primary School will appoint a Transition Coordinator to oversee our prep transition program. We will communicate with each feeder kindergarten and inform them of the names of students who have enrolled at our school.

- Information will be sought about each child from the kindergarten via the 'Transition Learning Development Statement', and meetings will be organised with parents of children with additional needs to discuss programs and resource requirements.
- A transition program will be organised with each pre-school during term 3 &4, which allows each child (and their parents) the opportunity to attend our school.
- Visits will consist of familiarisation tours of the school, activities in classrooms, and specialist lessons.
- It is anticipated that teaching roles and classes for the following year will be finalised in time for orientation day, 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 session 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.
- Prep students will not attend school on Wednesday's during February to enable time to rest. On these days, students will be allocated an appointment time to meet with their classroom teacher for a range of curriculum-based assessments.
- All parents will receive a detailed information booklet about the school.

Intra-school:

Transition from one section of the school to another can be a challenging time for some students. Cairnlea Park Primary School will appoint a Transition Coordinator to make these transitions as smooth and enjoyable as possible, and to encourage resilience and adaptability.

- A transition program will be organised for all year P -5 children to move up to their new year levels in the last week of school.
- Students will be placed in classes that are determined to best meet their social and academic needs.
- The intra-school transition program will include a familiarisation visit and activities in future classrooms with potential future classmates. This will provide an opportunity to meet future teachers and discuss expectations of the new year level.
- All teachers who will be teaching at our school the following year, but are not yet employed at our school, will be invited to participate in the program and meet their future students and teaching colleagues as part of the intra-school transition program, and as part of their own induction.
- Students with special needs will have the transition program individualised to meet their particular needs and circumstances. Such adjustments will be decided upon and coordinated by the Student Engagement Coordinator.
- Any documentation pertinent to the successful transition of a student, such as Individual Learning Plans, Behaviour Management Plans, etc. will be finalised in Term 4 and handed over to the students' new teacher.

- A handover afternoon will be conducted early in Term 1. The purpose of this afternoon will be to allow teachers to share knowledge regarding future students' learning and behavioural needs.

Year 6 to Year 7

Transition from primary to secondary school can be both a challenging and an exciting time for both students and parents. Cairnlea Park Primary School will appoint a staff member to coordinate the year 6-7 transition program. The coordinator will contact the year 7 transition teacher at each feeder secondary school to discuss the transition program, and in some cases, hopefully be timetabled to meet the children.

- Regional directors coordinate the regional transition program that results in the annual placement of Year 7 students into Victorian government schools.
- Principals of primary and secondary schools implement the regional transition program.
- Transition Coordinator and Year 6 staff to follow guidelines and timelines regarding Year 6 transition as set out by Department of Education and Training.
- A representative from the Year 6 level (Transition Coordinator or class teacher) will represent Cairnlea Park Primary School at any Transition meetings with local primary and secondary schools.
- Eligible children have the right to be placed in their designated neighbourhood school.
- Year 6 students will be given the opportunity to visit local secondary colleges offering transition programs throughout the year.
- Parents should consider making personal appointments with the year 7 coordinator to discuss their child's potential enrolment at the secondary school early in the year.
- Parents will be required to complete an enrolment form by the department for entry into local secondary schools.
- Parents should consider any local zoning arrangements or rules relating to their secondary school preferences, which will be applied.
- After completing forms, the transition coordinator will submit all applications to government secondary schools; and will communicate with each school and parents to confirm with them the names of students who are applying for enrolment into their school.
- All relevant information received from secondary colleges to be passed on to students and parents through letters sent home, newsletter items, Compass and/or personal contact.
- All Year 6 students will be encouraged to attend Year 7 state-wide Orientation Day, held in Term 4, at the secondary college (both government and non-government) of their choice for Year 7.

The designated neighbourhood school is the school that is nearest the student's permanent residence, unless the regional director:

- needs to restrict new enrolments at a school
- has designated the neighbourhood boundaries for the school.

Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school.
3. Where the regional director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.

Evaluation:

The strategies included in this document will be reviewed every four years, or as required by Department of Education and Training as a part of the program evaluation process at Cairnlea Park Primary School.

This policy was last ratified by school council in November 2018

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