

TRANSITION POLICY

RATIONALE:

Transition from Kinder to Foundation, Year 6 to Year 7 and between classes whilst at school is an adjustment to a new learning environment. It is our school's responsibility to assist with this transition in a supportive manner.

AIM:

To support the student and family during the transition period, and provide collaboration between stakeholders involved in this process.

IMPLEMENTATION:

Kinder to Foundation (K-F)

- Parents/caregivers enrolling their child into primary school are to access the Find my School website at <https://www.findmyschool.vic.gov.au/>
- Support about enrolling students at a government school can be found at the following website <https://www.education.vic.gov.au/parents/Pages/school-age.aspx>
- A transition coordinator, within Learning Team 1, will be appointed to manage the transition process for students entering Findon Primary School for their first year, in consultation with the team. The transition coordinator is responsible for all interactions relating to K-F transition
- A Foundation Expo evening will be held within the first semester for potential enrolments for the following school year
- Close cooperation, communication and promotion between the school and local kindergartens and childcare centres, will be fostered throughout the school year
- Transition will include multiple and various contacts between the Transition Coordinator, Learning Team One staff and Preschool teachers. Preschool children and parents will be encouraged to participate in such activities, for example planned school visits to visit the chickens or engage in a sport program, or relevant parent information sessions
- The enrolment process will include a tour of the school, distribution of written information about the school, completion of enrolment forms, presentation of birth and immunisation certificates and access to Kindergarten Transition statements. An interview with the Principal may be required
- Students accepted into Findon Primary School will receive a confirmation letter
- A Flying into Foundation Program will be offered in Semester Two, with a limited number of places, to support students who may require additional time to transition. This will involve between eight to ten sessions where children engage in a variety of school activities, routines and procedures and meet some teachers
- Findon offers a Beginning School Program during Term 4 of each year, further supporting the transition of students into Findon PS. Students enrolled for Foundation the following year are expected to participate in this program. As part of the transition program, students will receive a welcome pack at their first Beginning School Program session. Information sessions for parents will be held in English, Mathematics and Student Wellbeing
- Allocated staff and K-F Transition Coordinator will plan the activities for Flying into Foundation and the Beginning School Program
- Future Foundation students will meet their teacher for the following year, in line with the rest of the school, usually occurring late December
- Welcome letters will be sent to all Foundation students in early January consisting of a letter from their teacher, and a reminder of their Foundation Entry Assessment Program (FEAP) appointment time
- Foundation students will participate in their FEAP assessment during the first week of the school year (exact dates will be provided annually), and commence school on a full time basis thereafter

- Parents are encouraged to liaise with the school early, about any concerns they may have about their child commencing school, including academic, wellbeing, social or behavioural concerns. Parents are encouraged to make an appointment with their child's teacher at any time throughout the school year, to discuss any issues of concern
- On the first day of Foundation students and families will be directed to classes accordingly. Parents are asked to adhere to the school's Photographing, Filming and Recording Students Policy

Year 6 to Year 7 (6-7)

- Parents enrolling their child into secondary school are to access the Find my School website at <https://www.findmyschool.vic.gov.au/>
- A Transition Coordinator, within Learning Team 4, will manage all transition matters for the year, in consultation with the team. The transition coordinator is responsible for all interactions relating to Year 6-7 transition
- The transition coordinator will regularly submit newsletter items informing the community of key transition dates, open days, and information advertised by neighbourhood secondary schools
- All members of the community should be aware that Year 6-7 transition is planned centrally by the North Western Victoria Region (NWR). A timeline is sent to all schools and all stakeholders must adhere to this timeline
- Information about the departmental process followed for Year 6 to 7 transition can be found at the following website <https://www.education.vic.gov.au/school/principals/spag/participation/Pages/transition.aspx> including tips to support students moving into the secondary environment
- Year 6 classroom teachers are required to complete a transition statement outlining academic, social and behavioural summaries
- The transition coordinator may request individualised consultations regarding students
- Secondary schools may distribute enrolment orientation and other transition information, such as testing days to parents/caregivers by mail or in person via Findon Primary School
- If references are required for scholarships, Findon staff may provide one (1) written reference from either their Year 5, Year 6 or Specialist teacher. A copy of the reference will be placed into the students individual file
- Year 5 students may be involved in a 'Taster Day' at a local secondary school
- Year 6 students attending a Government Secondary School, participate in a State wide Orientation Day. This is a set date that is communicated to families. Students attending an Independent College may have an alternative date
- The transition coordinator manages late applications and change of preference requests until the end of the school year, coordinating with secondary schools as required

Internal transitions

- Students transferring into Findon Primary school during the school year are required to attend an interview with the Principal, who will enrol students according to DET policies and procedures
- Students transitioning between classes during their primary years are supported with a consistent approach to teaching and learning
- Classroom teachers and wellbeing staff share relevant information in relation to student learning and wellbeing to ensure a smooth transition
- As part of the transition process between classes, families attend a Meet and Greet session at the beginning of the school year with the classroom teacher. This is an opportunity for families to share and discuss information to support this transition, including Individual Learning Plans and medical or wellbeing needs. Additional transition support occurs as deemed necessary
- Transparent communication is pivotal to ensuring a smooth transition between classes. All attempts are made to ensure effective communication at a system level, and all stakeholders are encouraged to seek clarification or share information that may not have been gathered.

Evaluation:

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

References:

<https://www.findmyschool.vic.gov.au/>

K-F Transition <https://www.education.vic.gov.au/parents/Pages/school-age.aspx>

6-7 Transition

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/transition.aspx>

Findon website

Beginning School Program information pack and booklet

'Flying Into Foundation' literature

Photographing, Filming and Recording Students Policy

Enrolment Policy

Student School Placement Policy

DET Transition Information Pack and Timeline