

# 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 kindergarten to primary school with additional support provided to those who require it.

#### Implementation:

- Our school will appoint an experienced staff member to coordinate our prep transition program.
- After enrolment week, 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 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 each kindergarten during terms 3 and 4, which allows each child (and their parents) the opportunity to attend our school on 6 occasions during the terms.
- Visits will consist of familiarisation tours of the school, activities in classrooms, specialist lessons and visits to the sick bay and 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 kindergarten 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 early in term 1 so that parents can be informed further about the school's programs, routines, expectations and how parents can help their child at home.
- All parents will receive detailed information packages about the school, and all prep students will be given a welcome package during term 4.
- A meeting for parents will be provided in term 4 prior to the children starting school, with specialist staff assisting classroom teachers with the needs of the new students.
- 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.

### PRIMARY TO SECONDARY

- Our school will keep in regular contact with our local secondary state school.
- Parents will be notified and encouraged to attend any meetings/information evenings provided by State secondary school.
- Students (Grade 5 and 6) will have the opportunity to attend transition days provided by the State secondary school.
- Our school will provide relevant information to the State secondary school.
- Students will have the opportunity to attend State-wide Orientation Day in December.

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

May 2020



*Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.*

References: