



## TRANSITION POLICY K - P

### PURPOSE

To ensure a successful transition from Pre-School to Prep, providing:

- A sense of security
- The opportunity for social, emotional and physical adjustment
- Realistic expectations for parents

### GUIDELINES.

The Assistant Principal will be responsible for the Transition Program.

Close links with local Pre-Schools will be established and maintained.

Enrolment information will be developed and provided for the community and surrounding Pre-Schools.

Tours of the school will occur to inform prospective parents about the school, programs and facilities available.

Enrolment forms will be available to all Pre-Schools in the area.

A Prep Information evening meeting for parents will occur in November to outline the K-P Transition Program.

Transition visits will be available for new Preps during November/December.

### IMPLEMENTATION

The Assistant Principal will prepare information for parents of prospective Prep children and Pre-School centres. This will include:

- Folders containing school details, procedures etc
- Letters to families.
- An information night
- Tours of the school will be conducted by the Principal
- Transition to school reports from the Kindergartens will determine whether meetings will be organised with parents of children with special needs to discuss programs and resource requirements.
- Early November, a Prep Information evening is organised for parents outlining information regarding the Prep year.
- A Transition Program will be organised with Kindergartens in the area to allow each child and their parents the opportunity to visit our school in November/December. The children will be able to meet their teachers, peers and view the school. They will participate in 4 transition sessions which will comprise 3 x 90 minute sessions and 1 x 2 hour session.
- Each Prep student will have a dedicated Grade 5/6 Buddy for his or her first year of school. The incoming Preps will meet their buddies through the Transition program.
- A morning tea for parents will occur on the first day of transition and of the school year.
- Staff and buddies will assist learning area teachers with the needs of the new students in the first week.



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- Opportunities will occur for parents to visit the learning area or communicate with the school regarding their child's progress at all times, and any issues that arise will be addressed as soon as possible.
- Prep students will not attend school on Wednesdays for the first four "full" weeks of term.
- On Wednesdays, during the first four "full" weeks of term, students will be given an appointment time to be administered the Schools Entry Assessment.

### EVALUATION

Parent satisfaction as measured by the transition variable on the Parent Opinion survey to remain at or above the state mean each year.

This policy will be reviewed as part of the school's 3-year review cycle.