

<p style="text-align: center;"><b>Mill Park Primary School</b></p> 	<p><b>TRANSITION POLICY</b></p>	<p><b>Responsibility:</b> Transition Coordinators  <b>Revised:</b> 2015  <b>Next Review Date:</b> 2018</p>
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**RATIONALE:**

Students commencing primary school, moving through the year levels and moving on to secondary school are required to cope with different environments. It is our school's responsibility to make these transitions as smooth and enjoyable as possible, and to encourage resilience and adaptability.

**PURPOSE:**

- To provide a smooth and efficient transition from pre-school to primary school, through the primary years and from primary to secondary school.
- To provide additional support to students who may require it.

**IMPLEMENTATION:**

**Pre-school to School**

- Our school will appoint a staff member to coordinate the Foundation Transition Program.
- Information will be sought about each child from the pre-school, including the Student Transition Report, and meetings will be organised with parents of children with special needs to discuss programs and resource requirements with the Assistant Principal.
- A Foundation Transition Program will be organised to allow each child (and their parents) the opportunity to attend our school on several occasions during Term 4.
- The Foundation Transition Program will consist of familiarisation tours of the school and grounds, activities in classrooms and specialist lessons.
- It is anticipated that teaching roles and classes for the following year will be finalised in time for the Foundation Parent Information Night.
- The Parent Information Night will occur late in Term 4 so parents can meet their child's teacher, be informed about the school's programs and procedures, and an opportunity will be provided for questions and discussions.
- Parents will be provided with an information booklet detailing information about the first day of school, the school's learning programs and ways they may assist their child at home.
- Parents will be provided with a 'Meet The Teacher' meeting in March.
- An Information Night will be held in Term 1 to provide parents with a detailed overview of the Foundation curriculum.
- A morning tea for Foundation parents will be provided on the first day of school.
- The Year 5 Leader will liaise with the Foundation Leader to organise Foundation-Year 6 Buddies for the following year.

**Foundation – Year 6**

- Our school will appoint a staff member to coordinate the Intra-School Transition Program.
- The Intra-School Transition Program will include familiarisation visits and activities in future year level classrooms with potentially 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 'Meet The Teacher Day' in December.
- Students with high level special needs will have an ES staff member attend the program to support with any difficulties or anxieties.

**Year 6 – Secondary School**

- Our school will appoint a staff member to coordinate the Year 6 - 7 Transition Program.
- The coordinator will liaise with the Year 7 coordinator at each secondary school to discuss the Transition Program.
- The coordinator will communicate any transition information to parents via the newsletter, school website or letters to parents.
- The coordinator, in conjunction with Year 6 teachers, will facilitate contact with the Year 7 coordinators to discuss a child's potential enrolment at the school for students requiring assistance.
- Where possible, Mill Park Primary School graduates will be invited to talk to Year 6 students about their transition experience to secondary school.

**EVALUATION:**

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