

Altona Green Primary School No.5287

Whole School Transition Policy

Definition:

Transition refers to the movement of students throughout each phase of schooling between Kindergarten-Year 7 and also supports dual enrolments.

Rationale:

Students moving into any phase of schooling should do so with confidence and an accurate knowledge of school expectations. This can be achieved by making the transition into the school as an enjoyable and an enlightening experience. Children will be informed of the structure, organisation and expectations of the school. The support of parents is vital in giving their children a realistic and positive attitude.

Implementation Plan

- Our school will provide enrolment packs to prospective parents of new students.
- For any students transitioning from another school, members of the principal class will make contact with the former school in accordance with our agreed protocols.
- Individual Tours will be undertaken by members of the principal class whenever possible.
- A Student Orientation Pack will be provided to each new student enrolling at the start of the year or throughout the year. These have been written by Junior School Council students.
- New students will be introduced at assembly throughout the year.
- Implementation plans are designed to meet the needs for each individual phase of schooling.

Evaluation:

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

Endorsed by School Council: 20 August 2012

Kinder → Prep

Term 1	<ul style="list-style-type: none"> • An Enrolment Information Evening will be held in the last week of term 1. • This will be promoted throughout the kinders and child care centres. 	
Term 2	<ul style="list-style-type: none"> • Prospective families will be invited to Education Week/Open days/Whole school events • On enrolment, new families will be added to email distribution list. 	
Term 3	<ul style="list-style-type: none"> • Our AP will liaise with kindergartens throughout the year. • Meetings with kinder staff. Altona Green Primary School staff and parents of students with specific learning needs will be held. 	
Term 4	<ul style="list-style-type: none"> • Year 2 students will be matched with a kinder buddy for social support. Buddies will be involved in at least one transition session • Buddies will visit local feeder kinder at least once with priority given to those children attending from a pre-school with no others • In Term 4, the students who are enrolled at Altona Green Primary School will attend a series of 4 transition sessions at school. • Two of these sessions will be scheduled in the morning block and the other 2 in the afternoon block to meet the needs of parents. If parents cannot attend, information from sessions will be mailed to them/put on our website. • Letters from buddies will be sent home to enrolled pre-schoolers prior to the first day of the school year. 	
	<i>Student Transition sessions</i>	<i>Parent Transition sessions</i>
	<ol style="list-style-type: none"> 1. Literacy based 2. Numeracy based 3. Specialist based 4. Buddy session 	<ol style="list-style-type: none"> 1. Restorative Practices/Engagement Policy 2. Curriculum Information/inquiry Learning 3. Outside School Hours Care Program information/ Support Services 4. Housekeeping/Administrative information/Parent Volunteers
Term 1	<ul style="list-style-type: none"> • The starting day for Preps will be later than Yrs1-6 and will be adjusted according to the school calendar. • There will be a Tissues and Tears Morning Tea hosted by our current families within the first few days of the year. • Preps will attend full days except for Wednesdays until the end of February • There will be a <i>Welcome letter</i> sent to all new families and a <i>welcome to preps</i> letter sent to all preps by the principal in term 1 • Buddies will meet with Preps each day during snack time prior to first break • 'Prep parent coffee mornings' will continue to be held throughout the year with issues discussed specific to prep parents 	

Transition across the phases: Prep→Yr 6

Term 1	<ul style="list-style-type: none"> • Work sample/photos which were collected from 'meet your teacher session' at the end of preceding year to be displayed in classroom by the first day of the school year. • 'Handover" of information and positive strategies session scheduled during staff meeting within the first 2 weeks of the year. • Welcome to the community letter from preceding year level given to each student at the beginning of the year • Cross- Age days/ sessions timetabled • Whole school activities/events to be celebrated will be placed on Yearly Calendar • Information Nights held- Include individual home-group time with parents and class teacher • Buddy system organised • Safe play zones available for preps at the beginning of the year
Term 2	<ul style="list-style-type: none"> • Cross- Age days/ sessions timetabled • Whole school activities/events celebrated
Term 3	<ul style="list-style-type: none"> • Cross- Age days/ sessions timetabled • Whole school activities/events celebrated
Term 4	<ul style="list-style-type: none"> • Parents invited to put in writing to the principal, any considerations regarding placement of their children in the following year • Draft of home groups for the following year prepared before "Step Up day" • "Step-Up Day" held (on Yr 6 orientation Day) Each child moves up to spend time with a different cohort of students. 9.30- 11am Small groups with one teacher 11.30- 1.30pm tabloid/Games/organised social activities followed by shared buddy lunch • Last week of school: Meet you new teacher hour-session. Within the hour session, 'circle-time' undertaken and work sample/photos taken which will be kept and displayed in next year's classroom by the first day of the school year.

Yr 6 → Yr 7

Term 1	<ul style="list-style-type: none">• Individual teacher from Altona Green Primary School given TRANSITION as part of their job role to oversee this area.• Individual Secondary Schools' Information Nights and Open Days promoted in school newsletter once Altona Green Primary School has been given the details• Transition Information Board set up within the Senior Classrooms for information to be displayed.• Senior teachers continue to plan curriculum that promotes independence, decision making, organisational skills and individual responsibilities.
Term 2	<ul style="list-style-type: none">• Transition Information Night for parents held in term 2 with a focus on the administration requirements
Term 3	<ul style="list-style-type: none">• Parent Coffee Morning to be held with topic: TRANSITION to be held
Term 4	<ul style="list-style-type: none">• A mock-high school day to be held, which mirrors elements of a contemporary year 7 program.• Invite current year 7 students to meet with Year 6 students to discuss their experiences and answer questions• Staff complete the agreed Hobsons Bay Transition form for all year 6 students.• Transit information/incursion for year 6 students.• Transition needs for Students with special needs to be addressed through SSG meetings with any recommendations actioned by student, staff and/or parents.• 'Handover' meetings instigated and held between Altona Green Primary School staff and staff from secondary school wherever needed.• Year 6 students attend their individual school's Orientation Day.• All year 6 students and their families join with staff at 'Graduation Night' to celebrate and acknowledge this milestone• Year 6 students will be acknowledged at assembly on the last day of the school year.• A guard of honour will be formed to farewell our yr 6 graduates