TRANSITION TO PRIMARY SCHOOL
POLICY

Rationale:
Year Prep students commencing school are required to cope with a very different environment to that provided at pre-school or day care. It is our school’s responsibility to make this transition as enjoyable and trouble free as possible.

Aims:
The purpose of this policy is to identify measures that will be followed in an effort to ensure a smooth and efficient transition from pre-school settings to primary school takes place.

Implementation:
- Our school will appoint a staff member to coordinate our prep transition program and an administration officer responsible for the administration procedures.
- 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 enrolled from the kindergartens and child care centres (this will include an appointed staff member undertaking kinder visits).
- Meetings will be organised with parents of children with special needs to discuss programs and resource requirements.
- An orientation program will be offered to parents, which, allows each child (and their parents) the opportunity to attend our school on 3 occasions during Term 4.
- Visits will consist of familiarisation tours of the school, activities in classrooms, specialist lessons and visits to the Principal’s office.
- At the conclusion of the second visit the teachers will meet to determine placing students in classes for the following year.
- It is anticipated that teaching roles and classes for the following year will be finalised in time for the final orientation 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 morning will occur late in Term 4 so that parents can be informed about the school’s programs and procedures, and an opportunity will be provided for questioning and discussions. The first school day of the following year will be covered in detail.
- All parents will receive detailed information packages about the school at this information meeting.
- A morning tea for parents will be provided on the first day of school, with specialist staff and school officers 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 the month of February.
- Another parent information evening will be held early in Term 1. This will focus primarily on teaching and learning.

Evaluation:
This policy will be reviewed as part of the school renewal process.
This policy was last ratified by the School Leadership Team in March 2014.