



SORRENTO PRIMARY SCHOOL TRANSITION POLICY

Reviewed: 20th November 2019

Next Review Date: November 2022

AIM

To facilitate informative and smooth transitions for students transitioning from Pre-school to Foundation, from Year 6 to Year 7 and between other year levels.

IMPLEMENTATION

- **Pre-School to Foundation Transition**
- A Foundation Transition Coordinator will be appointed annually and is responsible for:
- Organising the Foundation Transition Program for incoming Foundation students and their parents, late in Term Four;
- Revising and preparing the Foundation Information Booklet for distribution to parents, late in Term Two in conjunction with the office staff;
- Making contact with prospective families by visiting local kinders/child care centres;
- Organising an information session for prospective Foundation parents in term one, prior to the year of enrolment (in conjunction with the Principal/AP);
- Offering a tour of the school to prospective parents during Term Two; and
- Organising an information session for incoming Foundation parents during Term Four (in conjunction with the Principal/AP).

Year 6 to Year 7 Transition

A Year 6 - 7 Transition Coordinator will be appointed annually and is responsible for:

- Organising the Year 6 to 7 Transition Program for exiting students and their parents;
- Forwarding various secondary colleges' profiles and information as it is made available;
- Coordinating Year 6 visits to local secondary colleges (as may be arranged by the Transition Coordinator from either Sorrento Primary School or the relevant secondary college);
- Liaising closely with the Year 7 Transition Coordinators at local secondary colleges to ensure that relevant transition information is passed on, and that visits are conducted effectively;
- Distributing Year 6 Regional Transition material to children upon being received from the Region;
- Coordinating Year 6 student visits to their designated secondary colleges for a full day Transition Program late in Term Four; and

- Ensuring that Year 6 students practise some aspects of secondary life (eg. diaries etc.) in preparation for secondary school.
- The Year 6 teachers will be responsible for the collection and collation of secondary school transition material, which will be forwarded to the respective secondary colleges.

Between-Class Transition

- The School Leadership Team will set dates and times for the Term Four Between-Class Transition Program.
- A minimum of four between-class transitions will be held in Term Four (100mins duration each). One of these transition sessions will be a 'meet the teacher' session (60mins duration).
- The focus of these between-class transitions will be on relationship building and practising some aspects of the next year's learning (eg Asian Studies).
 - During Term Four, Foundation students will have weekly sports sessions with Year One students.
 - Other between-class transition times can occur as needed e.g. Year One to Year Two.
 - At the commencement of each new school year, staff are given time to handover notes and to discuss students in their classes.
- Parent Information Sessions.
 - Parent Information Sessions for parents of students transitioning from Foundation to Year One, Year Two to Year Three and Year Four to Year Five will be held in Term Four. Dates and times of these sessions will be set by the School Leadership Team.
 - Parent Information Sessions are not deemed necessary for students transitioning from Year One to Year Two, Year Three to Year Four or Year Five to Year Six due to the similarity in curriculum, expectations and classroom environment for these students based on their previous year.

EVALUATION

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