

# **TRANSITION K-7 POLICY – Epsom Primary School**

## **Rationale:**

The purpose of a Transition Program is to create a seamless transition between Preschool and School and Primary to Secondary College. It assists the child by creating familiarisation with the new learning setting, staff and structures, reducing anxiety and building readiness.

## **Aims:**

■ To provide a smooth and efficient transition from kindergarten to primary school and primary to secondary school with support provided to those who require it.

## **Implementation:**

### **Who is Involved in the planning and implementation?**

- Staff appointed to coordinate Prep transition, grade 5/6 teachers, specialists and Relevant Preschool teachers).
- Parents
- Preschool children, and Grade 6 students

### **When does planning commence?**

Planning starts in Term 2 when activities and dates are identified and discussed.

Information nights and transition days are set

### **These activities and dates are then put to:**

School Leadership and staff involved in the activities.

### **When do activities commence?**

Prep

Transition activities commence in Term 4 with 5 transition sessions. They involve familiarisation tours with the school site, activities in the Prep room, relevant teachers and developing relationships with their buddy.

Year 7

Transition programs will be negotiated with the two feeder state secondary colleges (Weeroona College and Eaglehawk Secondary College)

### **Enrolment requirements**

Prep

Enrolment commences after education week and the information sessions. An item is placed in the kinder handouts, the Parent Newsletter, and sign is up on the fence.

An information pack is sent home to each family through the information sessions and through older siblings. Additional packs are available in the office upon request.

Each pack contains:

- Information book re Epsom Primary School
- An Enrolment Form

- Relevant additional forms
- Student Behaviour handbook

These documents need to be presented to the School Office prior to Transition Days in term 4.

Year 7

Details of secondary college information evenings for prospective students and parents will be communicated via our school.

### **Sharing of information**

During visits, the Prep teacher becomes familiar with the children and an informal exchange of information takes place with the parents. The Preschool teacher provides written information in the form of a report (Following Department guidelines). The Prep teacher and the Preschool teacher discuss these reports and other issues that may arise on the kinder information night.

Additional meetings will be organised with parents of children with special needs to discuss programs and resource requirements.

Year 7

Staff will meet with the Secondary Schools Transition Co-ordinator.

### **Parent/ Guardian Information Sessions - Pop into Prep**

While each of the transition sessions are being held there will be a concurrent program for the parents preparing their child for prep.

### **Transitioning into prep**

As it is a state requirement that all prep students complete the English Online assessment and the Maths online assessment, Preps will not attend school on Wednesdays until the labour day weekend, (2<sup>nd</sup> Wednesday in March)

### **Evaluation:**

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