



# TRANSITION

## Policy

### **AIM:**

To facilitate informative and trouble free Transition Programs as follows: -

1. From Pre-school to Prep.
2. From Year 6 to Year 7.
3. From each year level within the school.

### **GUIDELINES:**

1. A Prep Grade Transition Co-ordinator will be appointed early in Term 1.
2. The Prep Grade Transition Co-ordinator will organise the Prep Orientation Program for incoming Prep students and their parents, to take place in Term 4.
3. The Prep Grade Transition Co-ordinator will revise and prepare the Prep Information Booklet for distribution to parents, from Term 2.
4. The Prep Grade Transition Co-ordinator, in conjunction with the Principal, will organise information sessions for incoming Prep parents during Term 4.
5. A Year 6 - 7 Transition Co-ordinator will be appointed early in Term 1 to organise the Year 6 to 7 Transition program for exiting students and their parents.
6. All Year 6 children and parents will be forwarded various Secondary Colleges' Profiles and information as it is made available.
7. Year 6 visits to local secondary colleges may be arranged by the Transition Co-ordinator from either Epping Views Primary School or the relevant secondary college.
8. The Year 6 Transition Co-ordinator will liaise closely with the Year 7 Transition Co-ordinators at local secondary colleges to ensure that relevant transition information is passed on, and that visits are conducted effectively.
9. Year 6 Regional Transition material will be distributed to children upon being received from the Region and required deadlines met.
10. 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.
11. Year 6 students will visit their designated secondary colleges for a full day Orientation Program late in Term 4.
12. All students will participate in a whole day Transition Activity Program, where possible on the state orientation day in December.
13. The Principal will liaise with incoming grade teachers and relinquishing schools for their attendance, where possible at the whole school orientation program.