
TRANSITION POLICY

1.0 PHILOSOPHICAL BASIS

School transition occurs as students move into, across, within or beyond their primary education settings. At Essex Heights Primary School the transition process is enhanced and facilitated by ongoing planning and collaboration with parents, teachers, ancillary and support staff (e.g. therapists & speech pathologists) and other educational institutions such as Kindergartens, Child Care Centres and other primary and secondary schools. We aim to provide sound transition procedures that maximise educational and social benefits for all students.

2.0 GUIDELINES

Information will be available for enrolled, prospective and exiting students and their families.

Individual Transition Plans will be developed for students deemed to require it and managed as part of our assisted transition process.

2.1 Kindergarten to Primary School

2.1.1 A designated teacher will lead the Transition Program.

2.1.2 The school will create, maintain and develop close relationships with local kindergartens, including opportunities for prospective parents to visit our school.

2.1.3 Parents of prospective Preparatory students will be offered the opportunity to attend a comprehensive “Prep transition” Program.

2.1.4 The Transition Program will be compliant with the *Victorian Early Years Learning and Development Framework*.

2.1.5 Preparatory students will be matched with a Year 5 Buddy in Term 1 and this link will continue at regular intervals throughout the year.

2.1.6 Outside School Hours Care Programs will cater for the newly-enrolled students.

2.2 Inter- and Intra-School Transition

2.2.1 At the end of the school year, the school will provide an intra-school Transition Program to support the placement and transition of students for the following year.

2.2.2 Classroom teachers will be provided with as much information as possible by the parents of new enrolments including details of personal, social and learning needs.

2.2.3 Classroom teachers will monitor students as they progress through the school. An holistic approach will inform the transition decisions made for each student.

2.3 Primary to Post Primary

2.3.1 The School will develop and maintain close relationships with Secondary Colleges on all matters relevant to Transition including student wellbeing. This includes student attendance at orientation and additional transition days as required. Essex Heights Primary School staff will meet with secondary school staff to support the transition process.

2.3.2 Information about Government and non-Government Schools will be made available as requested to all parents without giving or implying endorsement or otherwise of any one system or school.

2.3.3 The school will inform parents about Secondary school information sessions at local schools.

2.3.4 All necessary documentation will be forwarded to parents for completion.

Andrew Crossett

Trevor Sharrock

School Principal

School Council President