



SORRENTO PRIMARY SCHOOL TRANSITION POLICY

Ratified: 23rd November, 2015

AIM

To facilitate informative and trouble free Transition Programs from Pre-school to Prep, from Year 6 to Year 7 and between class transitions.

BROAD GUIDELINES

- A Prep Transition Coordinator will be appointed early in Term 1.
- The Prep Transition Coordinator will organise the Prep Orientation Program for incoming Prep students and their parents, late in Term 4.
- The Prep Transition Coordinator will revise and prepare the Prep Information Booklet for distribution to parents, late in Term 2 in conjunction with the office staff.
- The Prep Transition Coordinator will make contact by visiting local kinders/child care centres.
- The Prep Transition Coordinator, in conjunction with the Principal/AP will organise an information session for prospective Prep parents in Term 1, prior to the year of enrolment.
- A tour of the school will be offered to prospective parents during Term 2.
- The Prep Transition Coordinator, in conjunction with the Principal/AP, will organise an information session for incoming Prep parents during Term 4.
- A Year 6 - 7 Transition Coordinator will be appointed early in Term 1 to organise the Year 6 to 7 Transition program for exiting students and their parents.
- All Year 6 children and parents will be forwarded various secondary colleges' profiles and information as it is made available.
- Year 6 visits to local secondary colleges may be arranged by the Transition Coordinator from either Sorrento Primary School or the relevant secondary college.
- The Year 6 Transition Coordinator will liaise 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.
- Year 6 Regional Transition material will be distributed to children upon being received from the Region.
- 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.

- Year 6 students will visit their designated secondary colleges for a full day Orientation Program late in Term 4.
- Year 6 students will practise some aspects of secondary life (eg. diaries etc.) in preparation for secondary school.
- Between Class Transition:
 - The School Leadership Team will set dates and times for the Term 4 between class transition program. The Transition program will run in the last four weeks of Term 4.
 - A minimum of four between class transitions will be held in Term 4. Class transition sessions will be of a two hour duration. One of these transition times will be a 'meet the teacher' session and the length of this session will be for one hour. Focus on these between class transitions will be on relationship building and practising some aspects of the next year's learning (eg Asian Studies).
 - During Term 4 Prep students will have weekly sports sessions with Year One students.
 - Other between class transition times can occur on a needs basis e.g. Year One to Year Two.
 - Staff will be given one session of Professional Learning to develop activities for between class transition sessions.
 - Staff will be given time at the commencement of the new school year to discuss transition of students between classes.
- Parent Information Sessions.
 - Parent Information Sessions for parents of students transitioning from Prep to Year One, Year Two to Year Three and Year Four to Year Five will be held in the last month of Term 4. Dates and times of these sessions will be set by School Leadership Team.

EVALUATION

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