

1.0 VISION

- To provide a Kindergarten - Prep Transition Program that gives students and parents /carers a sense of security and the opportunity for social, emotional and physical adjustment.
- to ensure that all Prep students enjoy a smooth transition to the start of school.
- to build trust between incoming students, their families and the school.
- To develop a close and effective liaison with pre-schools, child care centres and other providers.

2.0 ACTION

- 2.1 Identify a Kinder – Prep Transition Coordinator each year. The coordinator will visit providers at least twice each year and keep them informed as to who will be attending Bundoora Primary School from their centre.
- 2.2 Establish, develop and maintain links with feeder pre-schools and child care centres.
- 2.3 Attend transition cluster meetings where possible.
- 2.4 Invite pre-school teachers to visit during term time in the first half of the year.
- 2.5 Provide opportunities for feeder pre-schools and child care centres to visit Bundoora Primary School during terms two and three. Visits will include activity sessions.
- 2.6 Gather information about new Prep enrolments in order to maximise the benefits and minimise any potentially negative issues related to their Kinder – Prep transition and to identify any specific support requirements.
- 2.7 During term four, provide a transition program for all new Prep enrolments for the following year. The program will include:
- ~ at least three activity sessions for pre-school children
 - ~ a parent / carer information session
 - ~ information sessions for parents / carers held during the activity sessions. These might include: guest speakers, opportunities to inspect and purchase uniform, speech therapy information, school organisation information.
- 2.8 Publish a Prep Information Handbook, including organisational issues about starting school, for inclusion in the Prep Orientation Packs. These packs are distributed at the parent / carer evening information session.
- 2.9 Provide Prep families with a published timetable of the hours of attendance at the start of the year; including information relating to:
- ~ Prep students beginning on the second student day of the new school year
 - ~ Staggered start times for Preps on their first day
 - ~ Prep students not attending on Wednesdays for the first weeks of term one
 - ~ The allocation of a 45 minute appointment time for each Prep student during the first few weeks of term one. The appointments are for the purpose of mandatory English and Maths testing and will be scheduled on Wednesdays; the day that the Preps do not attend school.
- 2.10 Provide a morning tea for parents / carers on the first day that Preps attend school.
- 2.11 Provide additional support to families of children who have not participated in the transition program.
- 2.12 Maintain a process that includes a timeline of events during the year.

3.0 REVIEW

This policy will be reviewed as part of the school's policy review process.

1.0 VISION

- All students transitioning from Year 6 to Year 7 will be provided with guidance and support in selecting the Secondary College most appropriate to their needs and emerging interests
- Links between Bundoora Primary School and Secondary Colleges will be maintained in order to effectively facilitate the Year 6 to Year 7 transition
- The Bundoora Primary School community will assist Year 6 students to successfully celebrate the end of their primary school education

2.0 ACTION

- 2.1 Identify a Year 6 to Year 7 Transition Coordinator.
- 2.2 Maintain and follow the relevant Year 6 to Year 7 process(es).
- 2.3 Establish and maintain strong links with local Secondary Colleges in order to provide continuity of curriculum and sharing of resources and expertise.
- 2.4 Ensure that Year 6 students participate in relevant orientation days.
- 2.5 Arrange for representatives from Secondary Colleges to visit Bundoora Primary School to speak to Year 5/6 students.
- 2.6 Ensure that parents / carers are given as much information as possible in regard to Secondary Colleges, including an information sheet detailing the main schools that Bundoora Primary School feed into. Provide information regarding the Orientation Day and Open Day dates of all of the local Secondary Colleges.
- 2.7 Complete the requested transition forms (Transition Coordinator) from various Secondary Colleges.
- 2.8 Hold a graduation function each year for Year 6 students.
- 2.9 Assist families with the selection of their Secondary College. This will largely be achieved through the provision of information from the Secondary Colleges. Students will be encouraged to consider what Secondary Colleges offer across all curriculum areas.

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