

## School Transition

### Rationale/Purpose

Transition to school is not a point-in-time event, but rather an experience that starts well before, and extends far beyond, the first day of school.

Starting school, changing schools or school setting from primary to secondary, and from secondary schooling to adult life, are major life transitions for children and their families. It's a time of change that can be both challenging and exciting, in which children and families adjust to new roles, identities and expectations, new interactions and new relationships. It is a process of change that for some students may require substantial preparation, planning, adjustment and support. The importance of positive transitions is widely acknowledged in national and international research. Research shows that difficulties experienced during transitions can persist throughout school life but that successful transitions are linked to future positive school outcomes, both academically and socially. This policy is to guide the Newport Gardens PS community to support all children to experience a positive transition to start at our school, and to move from our school to a secondary school.

### Guidelines

Transitions involve more than timing and monitoring the physical transfer from one (educational) setting to another; the endeavor is best described as building a strong bridge that the students can cross. Our school policy is informed by the principles and desired outcomes that guide effective transition planning for children outlined by the Victorian Department of Education and Training (DET). Our transition programs take account of the individual needs of the student, their family and our educational setting.

At Newport Gardens PS we recognize the central role that families and communities play in effective transitions. The research evidence highlights that transition-to-school experiences are most positive when:

- educators acknowledge children's strengths and abilities, and what they have learnt and experienced before starting school
- educators acknowledge the impact of a disability on the students' access to, and participation in, the educational setting
- families are encouraged to share information about the child including their aspirations
- children are given the opportunity to provide their own views about their learning and what they need to prepare and adapt to their new school.

Our primary school forms part of an educational precinct. Adjacent to the Newport Gardens PS site is the Newport Gardens Early Learning Years Centre (NGEYC), Maternal Child Health and Toy Library. We are able to provide mutually beneficial opportunities and experiences to 'build the transition bridge' for the children that attend the Centre. As well, we are in close proximity to Bayside College, years 10 – 12 campus and we endeavor to provide opportunities for our Grade 5 students to experience a secondary educational setting.

### Implementation

Successful transition relies on communication and information sharing between families, early learning centres and primary schools and secondary schools. In Victoria, Early Learning Centres facilitate the completion of the Transition Learning and Development Statement to share valuable information and knowledge about our starting Prep students with our school. Newport Gardens PS follow Victorian Government process and prepare a Transition Statement to collect and share information about a student moving onto a secondary setting: the student's profile of abilities, additional needs that require support, a summary of previous assessments and reports, and the student's current learning profile.

### From early childhood settings to start school

Newport Gardens PS appoints a 'Transition Coordinator' to facilitate the process, and throughout the year families can book appointments for a school tour. Newport Gardens PS follow the Victorian Government Timetable for Start of School Transition to organise the conduct and process of transition for new students.

School enrolment commences. (Families lodge enrolment form with school).	From May onwards
Transition planning commences - children and their families participate in their July local transition program. Note: Activities and events may start from this point.	From July onwards
Early childhood educator commences processes to complete Transition Learning and Development Statement, including engaging families and children	October
Early childhood educator collates final information, and obtains consent from parents/guardians to forward information to school. (This process may involve face-to-face meetings, or similar alternative, with families and the Prep teacher.) Final copy of Transition Learning and Development Statement forwarded to family, Prep Teacher and Outside School Hours Care contact (where appropriate) through agreed method (in person, mail, email, etc.)	November

Prep teacher** reviews information in Transition Learning and Development November Statement, and uses to inform curriculum planning.* onwards Where appropriate, Prep teacher meets with families and early childhood educator to discuss Transition Learning and Development Statement and identify additional transition program activities that may be required	From November onwards
Additional on-entry Prep assessments of learning commence.	From February onwards

**In addition, Newport Gardens PS**

- Nurture a close connection with the NGEYC. Prep students have opportunities to visit NGEYC and interact by reading stories and playing together in their play area.
- Encourage NGEYC to use our facilities throughout the year. Kinder students visit on occasion and have lunch with the prep students.
- Facilitate a Prep Information Evening held in May. Parents experience viewing NGPS facilities through a tour of the school, information sessions, workshops and parent questions.
- NGPS to send out a survey asking parent feedback from the Prep Information Evening.
- Offer 5 Prep Transition sessions.

Session 1- Book Week Literacy Activity from a short listed picture book held in August.

Session 2-4 held in November. Session 2 is 1 hour session where parents participate in an information session with a focus on readiness for school.

Session 3-4 is 2 hours. Students will be exposed a range of activities: Literacy, Mathematics, P.E and Inquiry.

Session 5- 4 hour block held in December. Students meet with senior students who will be their buddy in 2017, and participate in activities both inside and outside.

**Transition from Newport Gardens PS to a Secondary School setting**

The Grade 6 teachers are responsible for facilitating the application process for and transition to secondary schools at Newport Gardens PS. We are guided by the DET placement timeframe and procedures, including key activities, application process and deadlines, and secondary school orientation days for Grade 6 students involved in the transition.

Some of the key activities determined by DET for the placement and transition of students to secondary schools	DET Dates can change year to year
DET Regional office distributes Year 6 to Year 7 Transition Statewide Placement Timeline and Procedures to all government schools	By end of February
Information related to transition for Year 6 to Year 7 including the regional Parent Transition Packs have been distributed to schools and uploaded to the DET website.	By end of April
Primary schools distribute a Transition Pack to all parents of Year 6 students	By end of April
Parents return Application for Year 7 Placement forms to primary schools Primary schools check and submit all initial placement requests (first preferences) to each relevant secondary school by this date, with Summary of Placement Requests form, and photocopy of each Application for Year 7 Placement form	By end of May
Secondary schools notify primary schools, in writing, of the names of all students who have been accepted into Year 7, with Summary of Placement Confirmation form.	By end of July
Primary schools notify parents of Year 6 students, in writing, with placement offers. This notification should include a rationale for any non-placement if applicable.	During August

**In addition, Newport Gardens PS**

- Organise transition experiences with local secondary school for students in year 5 and 6
- Implement classroom initiatives to develop students personal learning habits, such as maintaining a study planner.
- Providing families with readily accessible information regarding transition following DET agreed timelines.
- Organise Grade 6 Graduation experience.

**Evaluation:**

**References:**

Ratified by School Council:

To be Reviewed:

