

# TRANSITION

## NARANGA SCHOOL POLICY

### **Rationale:**

- Students making a transition are required to cope with a very different environment. It is our school's responsibility to make this transition as enjoyable and trouble free as possible.

### **Aims:**

To provide a smooth and efficient transition from:

- Kindergarten/ Early Intervention to Primary school
- Primary school to Middle school
- Middle school to Senior school
- Senior school to Post school options
- Other school settings into Naranga school

### **Implementation:**

- A staff member in each department will be appointed to coordinate the transition program.
- Information will be sought about each child from the previous schools/ teachers and if needed meetings will be organised with parents to discuss programs.
- Information will be conveyed early in the year or on enrolment so that parents can be informed about the school's programs and procedures, and an opportunity will be provided for questions and discussions.

### **Kindergarten/ Early Intervention to Primary School:**

- All parents will receive detailed information packages about the school. All prep students will be mailed a welcome package that will arrive at their home address over the Christmas vacation period.
- Transition will be offered at the beginning of December for school starters over four sessions.
- For the first four weeks the school beginners group will attend part time. The timetable will be sent home in the welcome package.
- Children will attend until 12.00pm for the first two weeks of term. The next two weeks will be from 9.00am – 3.00pm. They will not attend on a Wednesday.
- Full time attendance will commence in week five.
- Parents will meet with the teacher early in Term One to discuss programs, gather information and discuss any concerns or queries.
- Opportunities will be provided for parents to visit classes or communicate with the school regarding their child's progress at all times. Any issues that arise will be attended to as soon as possible.
- Parents and staff will meet early in Term One at Student Support Group meetings.

### **Primary to Middle School, Middle School to Senior School:**

- Towards the end of Term Three Primary students will visit the lower Middle/Senior Classrooms to meet teachers and buddies.
- In Term Four they will have weekly sessions with their buddies in the Middle/Senior School.

- All Primary and Middle transition students will have a weekly lunch time in the Middle/Senior Yard during Term Four.
- Parents of Transition students will be offered an information session early in Term 4.
- Transition information will be handed over to the Middle and Senior School staff during weekly Transition meetings.
- A planned Orientation Session for Primary/ Senior and new students will be held on the nominated DEECD Orientation Day.
- Students moving between these sub schools will have an orientation day scheduled in Term Four.
- Student information will be available in student's school files.
- Parents and staff will meet early in Term One at Student Support Group meetings.

#### **Senior school to Post school options:**

- School visits will be made to appropriate post school placements.
- Parents and students are encouraged to visit post school placements.
- Students will be informed of the Future for Young Adults program through transition classes offered at school.
- An information night will be organised so that parents and students can acquaint themselves with the program. A transition coach from the Department of Human Services will be present along with providers of post school options.
- Staff will make appointments with parents and students to complete a Student Needs Assessment (SNA) and a Transition Report with a representative appointed by the Department of Human Services.
- Students are offered work experience in post school placements.
- Students not accessing the FFYA program will be put in contact with job seeking agencies and agencies that can assist them with further education.

#### **Other school settings into Naranga School:**

- Outside students will be encouraged to visit the school to familiarise themselves with their new school setting, activities in classrooms, specialist lessons and visits to the principal's office.
- New students to the school will be offered transition sessions during November or when appropriate.
- A planned Orientation Session for Primary/ Senior and new students will be held on the nominated DEECD Orientation Day.
- A transition day will occur late in Term Four so as new students and parents can visit the school together.
- Teachers will communicate with schools, students and parents to confirm enrolment details.
- Students will be given the opportunity to visit the program and receive information packages about the school program.
- Parents and staff will meet early in Term One at Student Support Group meetings.

#### **Evaluation:**

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

This policy was last ratified by School Council in....

**August 2013**