

TRANSITION YEAR 6 -7 POLICY

RATIONALE:

Primary students leaving Year 6 and commencing Secondary Education will experience an adjustment to a new learning environment. It is our school's responsibility to make this transition a smooth and positive journey.

AIMS:

- To provide a seamless transition from Primary to Secondary schools
- To encourage open communication between Primary and Secondary schools
- To provide relevant information to parents regarding transition into Secondary College
- To be committed to maintaining good relations with our local secondary schools

IMPLEMENTATION:

- A Transition Coordinator, within the Year 6 team, will manage all transition matters for the year, in consultation with the Year 6 team
- Teachers should be aware that transition is planned centrally by the North Western Victoria Region (NWR). A timeline will be sent to all schools
- Transition Process usually consists of:
 - Distribution by Region of information to all schools
 - A letter containing information on how to apply for schools, zoning rules, appeal processes, older siblings at Secondary schools and applying for non government schools
 - Parents return Application for Enrolment (Year 7) Form. Records to be kept by the Transition Coordinator. Photocopies of forms sent to Secondary school of first preference. Originals kept at Findon. A summary of Secondary School Placement Form sent to each Secondary school
 - If a student is not accepted for their first preference, the Transition Coordinator will send the subsequent preferences to the appropriate Secondary school until they have been placed
 - Primary schools will be notified by each Secondary school of the students accepted
 - On the designated date, Findon Primary School notifies parents of the placement. Records of Secondary placement will be recorded and filed
 - Individual secondary schools will contact Findon Primary School to confirm placements. Transition Coordinator will cross check and will correct any discrepancies
 - Year 6 classroom teachers are required to complete a transition statement outlining academic, social and behavioural summaries
 - Year 6 Transition Coordinator may request individualised consultations regarding students
- If references are required for scholarships, Findon staff may provide one (1) written reference from either their Year 5, Year 6 or Specialist teacher. A copy of the reference will be placed into the students individual file
- Year 5 students may be involved in a 'Taster Day' at a local secondary school
- Year 6 students attending a Government Secondary School, participate in a State wide Orientation Day. Students attending an Independent College may have an alternative date

EVALUATION:

This policy shall be reviewed as part of the ongoing policy and process review.

REFERENCES:

DET Transition Information Pack and Timeline

<http://www.education.vic.gov.au/school/principals/transitions/Pages/process.aspx>