TRANSITION YEAR 6 -7 POLICY

RATIONALE:
Primary students leaving Year 6 and commencing Secondary Education will experience a very different 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

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 Northern Western Victoria Region (NWVR). A timeline will be sent to all schools and a centrally organised briefing will be arranged.
- A representative from the Year 6 team will attend a Network Transition Meeting as required.
- Transition Process usually consists of:
  - Distribution by Region of information to all schools. Briefing called for all Transition coordinators in the region.
  - Letter containing information on how to apply for schools, zoning rules, appeal processes, older siblings at Secondary schools and applying for non government schools.
  - 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 notified by each Secondary school of the names of students accepted. On designated date Findon Primary School notifies parents of the placement. Records of Secondary placement to be recorded and filed.
  - Individual secondary schools will contact Findon Primary School to confirm placements. Transition Coordinator needs to cross check and any discrepancies corrected. Findon Primary school is committed to maintaining good relations with our local Secondary Schools.
- If references are required for scholarships, Findon staff may provide the maximum of 2 written references from either their Year 5, Year 6 or Specialist teacher.
- All references will be co signed by the principal and a copy placed in the students file.
- Findon written references for Year 6 students will use the “Student Reference Proforma”.
- Year 5 students may be involved in a “Taster Day” at local Secondary schools.
- Year 6 students are involved in an Orientation Day at their new school.

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

REFERENCES:
NWVR Timeline, DEECD website
Contact Community Liaison Coburg: Peter Mildenhall, Kathie Gardner on telephone: 9488 9488.
Findon Primary Yr 7 Transition Letter

Ratified by School Council 19.8.14
Review date August 2017