

# **Mt. Macedon Primary School**

## **TRANSITION POLICY**

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### **Purpose:**

To establish procedures that

- Encourage communication between Mount Macedon and other educations, Early Childhood and Middle Years institutions
- Ensure a smooth and supportive transition for all children moving to and from Mount Macedon Primary School.

### **Guidelines:**

- To maintain strong links between Mount Macedon Primary School and Early Childhood Education providers
- To maintain strong links between Mount Macedon Primary School and Middle Years Colleges
- To ensure effective communication between Mount Macedon Primary School and education settings regarding individual student's needs
- To provide extra transition assistance as required for students with additional needs
- To ensure a smooth transition for each student as they move through the school

### **Implementation:**

#### **ENTRY STUDENTS**

- Information Sessions with school tours for prospective parents will be held in Term 2
- At least 1 visit by a school representative to each of the feeder settings to observe and discuss enrolled students in their Early Childhood Settings
- An orientation session of at least 2 hours for incoming preps (without parents) will occur on the State orientation day where teachers can observe how children adapt to the school setting, how they interact with other children and teachers and the skills and attitudes they display
- An Orientation Session for parents should be implemented at the same times as the student Orientation Session where the school expectations and procedures including prep entry assessment details are outlined
- A School Information Booklet and School Promotional material will be provided
- Individual School Tours for Prep Parents will be made available

#### **EXIT STUDENTS**

##### **Year 6**

- Secondary school teachers should be encouraged to visit feeder Primary schools so that students get to meet and work with them in a familiar environment. These visits should also be used to exchange information and make specific observations of students with special needs
- Prior to making selections students should be encouraged to visit the local Secondary settings with their parents so they make informed choices
- Year 5/6 teachers should collect and check that all Year 6 students have completed the appropriate selection paperwork and forward this to the appropriate Secondary settings by the due date
- An Orientation Day should be organised for Year 5 students and Year 5/ 6 staff so they have the opportunity to visit and experience learning in a Secondary setting
- Year 6 students should be involved on their Orientation Day during Term 4 to meet their Home Teachers and the other students in their group
- Appropriate paperwork should be provided to parents to inform them about options for their children
- Teachers should play an active role in the grouping of their students in their new settings- ensuring children who work well together are placed in the same group. They also have a responsibility to provide as much information as is necessary to teachers from the Secondary settings without compromising the student or his/ her beginning in a new setting
- The Senior School teachers in cooperation with School Council and the PTA should organise a formal farewell for the outgoing Year 6 students and their parents. It should be staged in the closing weeks of Term 4 to demonstrate an appreciation of the children's contributions to the Mount Macedon School Community and to signify the completion of their primary education
- Additional transition sessions should be organised as required for Students With Additional Needs

### **Prep- Year 5**

- Teachers should collect and check that all students have completed the appropriate selection paperwork
- Teachers should play an active role in the grouping of their students in their new settings- ensuring children who work well together are placed in the same group. They also have a responsibility to provide as much information as is necessary to teachers from the new school without compromising the student or his/ her beginning in a new setting
- Students will attend Orientation days as required by the new school
- Teachers will share their knowledge of the student's learning needs with the appropriate staff from the new school

### **Evaluation:**

This policy will be reviewed with staff, student, parent and community input as part of the school's three year review cycle.