



Cranbourne East Primary School

TRANSITION POLICY

RATIONALE

Transition from primary school to secondary school can be both a challenging and an exciting time for both students and parents. Primary students commencing secondary school are required to cope with a very different environment. It is our responsibility to make this transition as enjoyable and effective as possible.

AIMS

To provide a smooth and efficient transition from primary to secondary school with additional support provided to those students who require it.

IMPLEMENTATION

- Regional Directors co-ordinate Victoria's transition program that results in the annual placement of Year 7 students into government schools. A 'transition' timeline is provided each year, placing mandated requirements that Principals must undertake in accordance to such timelines.
- Our School will appoint a staff member to coordinate our Year 7 transition program. The coordinator and teachers will personally meet with the Year 7 transition teacher at each Secondary School to discuss the transition program.
- An information evening for prospective students and parents will be organised prior to enrolment week so that parents and students can experience the facilities and programs.
- The coordinator will communicate with coordinators of other secondary schools to arrange an Orientation Day where primary students have the opportunity to visit each secondary school in an organised manner before enrolment week.
- Parents wishing to make personal appointments with the Transition Co-ordinator to discuss their child's enrolment at a school will be accommodated.
- After enrolment week, all enrolments will be considered by the coordinating enrolment officer appointed by local schools and any local zoning arrangements or rules relating to preferences etc will be applied.
- After this process, the secondary schools will communicate with each feeder primary school to confirm with them the names of students who have their enrolment accepted. Information will be sought regarding academic, behavioural and social performance.
- Information will be sought about each enrolled child from the primary school by the secondary school, and meetings will be organised with parents of children with special needs to discuss programs and resource requirements.
- A transition program will be organised with each secondary school child during Term 4, which allows each child the opportunity to attend the secondary school of their choice and participate in activities. This will be the statewide Orientation Day, held in December.
- All parents will receive detailed information packages about our School (including book lists).
- To meet Child Safety Standards, Cranbourne East Primary School will liaise with secondary schools to ensure strategies are developed consistently, rigorously reviewed and adjusted to meet legislative needs.

Pro-active discussions with transition co-ordinators will assist in our ability to:

- Support and respect all children, as well as our staff and volunteers.
- Actively working towards listening to and empowering children.
- Creating collaborative systems to protect children from abuse, having mechanisms in place to ensure consistency in line with school, DET and DHHS protocols.
- Promoting cultural safety and safe learning environments for Aboriginal children, the disabled and children from culturally and linguistically diverse backgrounds.
- Empowering and providing an inclusive environment for Aboriginal children, the disabled and children from culturally and linguistically diverse backgrounds.

Cranbourne East Primary School is committed to pro-actively and systematically identifying and assessing risks to student safety across our entire school environment and reducing or eliminating (where possible) all potential sources of harm. This is integral within our transition processes.

EVALUATION

Ratified by School Council: 19th October 2016

This policy is to be reviewed annually or as policy is amended.