



## TRANSITION POLICY PRIMARY TO SECONDARY

### Rationale:

- 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 trouble free as possible.

### Aims:

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

### Implementation:

- Transition from primary to secondary school can be both a challenging and an exciting time for both students and parents.
- Our school will appoint a staff member to coordinate our year 6-7 transition program. The coordinator will personally visit the year 7 transition teacher at each secondary school to discuss the transition program, and hopefully arrange a suitable time for the Year 7 coordinator meet the children.
- The coordinator will communicate with coordinators of secondary schools to arrange an Open 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 year 6-7 coordinator to discuss their child's potential enrolment at secondary 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, we will communicate with each secondary school and parents to confirm with them the names of students who have enrolled at their school.
- Information will be sent to local secondary schools about each of our students enrolled in their school. Meetings will be organised with parents of children with special needs to discuss programs and resource requirements.
- A transition program will be organised with secondary schools during term 4, which allows each child the opportunity to attend a local secondary school and participate in activities.

### Evaluation:

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

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

November 2016