



Transition Procedures

As children progress throughout their years in school, there are many occasions at which they move between classes and teachers. Children are faced with personal challenges associated with the shift in identity as they move into and through the school. There are challenges in taking on the behaviours and demands of new roles. Children must also cope with a range of physical, social and academic challenges associated with a new class environment. Staff need to ensure such changes are as smooth as possible, and that any difficulties are minimised, so helping to ensure the educational experiences as a whole are as seamless, effective and valuable as they can be for the children. Processes and protocols to ensure successful transition into and between each year level and beyond are necessary to ensure this.

Beginning Prep

The transition from home, childcare or preschool to Prep is one of the biggest transitions a student will make in the early years. This transition can also be difficult for parents and caregivers. In order to ensure a successful transition, orientation opportunities will be offered to our students in the year before a student is due to commence Prep.

Students will be invited to participate in our Welcome to Prep Observation Day in the latter part of Term 2. Students are invited to attend one of three sessions on a Saturday to participate in screening activities, as well as have the opportunity to begin to establish relationships with other children potentially enrolling in Prep in the following year. Classroom teachers, aides, Learning Enrichment Through Support staff, the Director of Bethania Lutheran Kindergarten, as well as the Principal, Deputy Principal and Head of Pastoral Care are in attendance to formally observe interactions between students and staff. Any students identified as benefiting from an additional year of Kindergarten will be invited to meet with the Principal at a later date, to discuss delaying the enrolment.

Towards the end of Term 4, students will be invited to attend one of two Prep Orientation Days. Students will spend some time in the classroom with their new teacher while parents are given the opportunity to hear presentations from the Principal, Deputy Principal, Head of Pastoral Care, Bethania Lutheran Congregation Pastor, and representatives from the Uniform Shop, OSHC and Bethania Lutheran Kindergarten. As a guide, a program of events may include:

- 8:45am Arrival and settle students into classroom for games and quiet activities
- 9:10am Parents move to Worship Centre for parent information session
- 10:00am Parents hear presentations from class teacher

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The current Prep students of that year will spend this time at Chapel and with their Senior buddies.

Intra School Transitions

The transition from class to class and year level to year level can also be a stressful time for students. Special bonds and relationships are built between students and teachers and every teacher has different routines and expectations to get used to. In order to minimise this stress, Step-Up Day will occur in the last or second last week of the school year. Students will move to the classroom of their teacher for the following year for a 1 & ½ hour period. Activities will be at the discretion of the teacher but will probably include: examples of student activities and work completed through the year, general information about the teacher and classroom routines, some things to look forward to and possibly a fun 'getting to know you' activity.

Transferring of Student Information

When students are moving within the school it is often helpful to share certain information with the teacher who will be taking that student. Care and discretion should always be taken with personal information about students and the student files in the administration building should always be the first reference for new teachers.

Throughout the school year, multiple samples of student work are collected for formative and summative assessment purposes. Some of these samples are to be stored in cumulative student files and retained for the duration of the academic year.

One work sample OR one rubric from each subject area of English, Mathematics, Christian Studies and Integrated Studies is required.

At the end of Term 4, formal handover meetings take place for teachers to provide student files and other information about students for the following year. Information may include:

- Anecdotal notes
- Standardised testing results
- Learning or behavioural needs
- Beneficial/unbeneficial friendships
- Behaviour management history
- Parent communication history

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