

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 second half of term 4 in the year before a student is due to commence prep.

Students will be invited to spend some time in the classroom with their new teacher while parents are given the opportunity to hear presentations from the Principal, Deputy Principal, Uniform Shop representatives, Class teacher and other relevant staff. As a guide, a program of events may include:

- 8:45am Arrival and settle students into classroom
- 9:00am Classroom activities with students and parents
- 10:00am Parents hear presentations from administrative staff
- 10:30am Parents hear presentations from class teacher
- 10:45am Staff, children and parents share morning tea
- 11:00am Leave

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

Home visits will also be completed in the first two weeks of the school year that students commence as an opportunity for teacher, child and parents to get to know each other on a more informal and individual basis.

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 an orientation morning 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 1½ -2 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 'get 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. Other anecdotal information may also be helpful and could include;

Anecdotal notes

Standardised testing results

Specialist recommendations (if applicable)

Special learning or behavioural needs history (if applicable)

Beneficial/unbeneficial friendships

Behaviour management history

Seating plan suggestions

Parent Interview and communication history