



IRAMOO PRIMARY SCHOOL No. 5152

# TRANSITION

## YEAR 6 TO SECONDARY SCHOOL POLICY

### **Rationale:**

The move from primary to secondary school is a major milestone for children. It is a time of big changes in their development, education and life. Students commencing secondary school are required to cope with a very different environment. It is our responsibility to ensure that all Year 6 students receive the best possible start to their secondary college education and that transition is a seamless and enjoyable process for all students.

### **Aims:**

- Iramoo Primary School and government secondary schools to work together to ease students through the transition period.
- To provide Year 6 students with a basic understanding of secondary school through participation in a variety of relevant transition activities.
- To enable Year 6 students to develop confidence both academically and socially with their new learning environment.
- To communicate with parents/guardians about all matters related to Year 6-7 transition.
- To secure secondary school placements for all Year 6 students at Iramoo Primary School.
- To maintain close communication with secondary schools regarding all matters related to Year 6-7 transition.

### **Implementation:**

#### **During Term 1:**

##### Transition Coordinator to:

- Distribute information provided by governments secondary colleges on request, i.e. open days, information evenings, select entry testing days, etc.
- Remind parents/guardians that they can contact the secondary school regarding information nights.
- Distribute Year 6-7 Transition pack to parents/carers of year 6 students.
- Address parent queries and requests for further information.
- Attend initial network meeting outlining process for the year.
- Liaise with local government secondary colleges to arrange:
  - Information visits out to Iramoo Primary School.
  - ‘A day in the Life of a Secondary College Student’ visits.

#### **During Term 2:**

- Follow-up and submit all Year 6-7 Transition Forms to secondary schools.

#### **During Term 3:**

- Transition Coordinator to attend network Transition meeting/s.
- Confirm placement of students with secondary schools.

- Liaise with secondary schools regarding new enrolments, transfers out and those wanting to change their preferences.
- Parents/carers are notified in writing of the secondary school their child has been accepted into.
- Parents/carers may lodge an appeal with the secondary school and/or Regional Director.
- Secondary schools communicate directly with parents/carers regarding enrolment procedures, orientation days, uniforms, booklists, costs, etc.
- Summary of Placement Confirmation Form is completed.
- Student Data Template details are completed using CASES 21.

**During Term 4:**

- Student Data Template is finalised and forwarded to the relevant secondary schools.
- Secondary schools arrange visits with Year 6 students, providing further information and giving students an opportunity to ask questions and clarify concerns.
- Secondary schools Transition Coordinators to meet with Year 6 teachers to discuss students' needs.
- Students attend an orientation day at their secondary school (early December).  
*Year 6 teachers to assist with Prep Orientation Day and visit Year 6 students at secondary schools in the afternoon.*
- Year 6 teachers to complete scholarship applications for secondary schools.
- Secondary school principals are invited to the Grade 6 Farewell Evening.

**Evaluation:**

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