



IRAMOO PRIMARY SCHOOL No. 5152

TRANSITION

Year 6 to 7

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 school education and that transition is a seamless and enjoyable process for all students.

Aims:

- Iramoo Primary School and secondary colleges to work together to ease students through the transition period.
- To provide Year 6 students with a basic understanding of secondary college 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 college placements for all Year 6 students at Iramoo Primary School.
- To maintain close communication with secondary colleges regarding all matters related to Year 6-7 transition.

Implementation:

During Term 1:

Transition Coordinator to:

- Follow the procedures and meet the deadlines as outlined in the Year 6 to 7 Transition Information Packs provided by the Department of Education and Training (DET).
- Distribute information provided by government secondary colleges on request, i.e. open days, information evenings, select entry testing days, etc.
- Remind parents/carers that they can contact the secondary college regarding information nights.
- Address parent/carers 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:

- Distribute Year 6-7 Transition pack to parents/carers of year 6 students.
- Follow-up and submit all Year 6-7 Transition Forms to secondary colleges.

During Term 3:

- Transition Coordinator to attend network Transition meeting/s.
- Confirm placement of students with secondary colleges.
- Liaise with secondary colleges regarding new enrolments, transfers out and those wanting to change their preferences.
- Parents/carers are notified in writing of the secondary college their child has been accepted into.
- Parents/carers may lodge an appeal with the secondary college and/or Regional Director.
- Secondary colleges communicate directly with parents/carers regarding enrolment procedures, orientation days, uniforms, booklists, costs, etc.
- Summary of Placement Confirmation Form is completed.
- Complete Student Data Transfer Year 6 to 7 process through CASES21.
- Year 6 teachers to complete transition questionnaire, if required.

During Term 4:

- Transition Coordinator, Year 6 teachers and Wellbeing leader collaborate to finalise Student Data Template and forward to the relevant secondary schools.
- Student Support Group (SSG) meetings arranged for students in OOHC, Programs for Students with Disability (PSD) funding or with significant additional needs.
- Year 6 teachers to update student files and Transition coordinator to deliver these to the appropriate college.
- Secondary colleges arrange visits with Year 6 students, providing further information and giving students an opportunity to ask questions and clarify concerns.
- Secondary college Transition Coordinators to meet with Year 6 teachers to discuss students' needs.
- Students attend an orientation day at their secondary college (early December). Year 6 teachers to assist with Prep Orientation Day and visit Year 6 students at secondary colleges in the afternoon.
- Year 6 teachers to complete scholarship applications for secondary colleges.
- Secondary college principals are invited to the Year 6 Farewell Evening.

Evaluation:

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