



IRAMOO PRIMARY SCHOOL No. 5152

TRANSITION Year 6 to 7 POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Iramoo Primary School on (03) 9741 2803 or iramoo.ps@education.vic.gov.au.

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.

To ensure that all students are supported in their transition to secondary school, Iramoo Primary School will ensure that the transition practice and programs provide appropriate personal, social and academic supports to promote student engagement and wellbeing.

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 communicate with parents/carers about all matters related to Year 6-7 transition.
- To secure secondary college placements for all Year 6 students at Iramoo Primary School.
- To establish and maintain close relationships and communication with secondary colleges/main feeder schools 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 (DE).
- Distribute information provided by government secondary colleges on request, i.e. open days, information evenings, etc.
- Remind parents/carers that they can contact the secondary college regarding information nights.
- Address parent/carer 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.

During Term 2:

- Distribute Year 6-7_Information 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 and complete acceptance slips.
- 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.
- 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.
- 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.
- Student Support Group (SSG) meetings arranged for students with a significant disability and additional needs.
- Year 6 teachers to update student files and Transition Coordinator to deliver these to the appropriate college.
- 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 during the day.

Further information and resources

[Transition — Year 6 to 7: Policy | education.vic.gov.au](https://www.education.vic.gov.au/transition)

Transitioning from Primary to Secondary School: Supporting students with additional or complex needs that arise from disability (DOCX)

POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 3, September 11, 2023
Approved by	School Council
Next scheduled review date	Term 3, September 2026