

## TRANSITION

**POLICY NUMBER: T100-18 (R2020)**

### Transition Policy

At Loxton North School children will participate in three major transitional stages

- Home to Playgroup
- Home / Playgroup to Pre-school
- Pre-school to School
- Primary School to Secondary School.

The staff at Loxton North School will endeavour to assist parents and children in the best possible way to meet the needs of each child.

### **Home to Pre-school**

The Principal and teacher's encourage parents to enrol their children early so contact details are available for communication in the term prior to the child starting. At any time you may make an appointment to view the service and discuss the programs on offer.

- Parents/Carers will be notified of a parent information meeting to which they will be invited to attend. This will be held in term 3 of year.
- Parents/Carers will then receive a letter with an invitation for their child to undertake four transition visits in term 4.
- A Preschool information pack has been developed with more details on programs and routines that can assist families.

Regular contact will also be maintained with Playgroup parents to assist parents who have questions and require information for starting pre-school.

### **Pre-school to School**

We believe transition for parents and children should commence some time prior to the child commencing formal transition visits. We encourage parents to attend the third term parent information meeting. These meetings will be advertised in the School newsletter and white board in the Pre-school. We will endeavour to invite parents personally as each child approaches their transitional period. The purpose of this information meeting is to familiarize parents with the layout of the school, the reception programme and expectations so they may support their child through a major transition in their lives.

The transition process will continue in the following way.

- Week 3 Term 3. The Pre-school teacher and Reception teacher will organize transition dates.
- Week 5 Term 3. A letter will go home to parents of children due to enrol in school. The letter will:
  - Outline the transition programme
  - Include dates of parent information meetings
  - Invite parents to introduce themselves to the teacher
  - Outline departmental enrolment and progression policy.

Attached to the letter will be a parent questionnaire to be completed and returned to inform the Reception teacher of their child's interests, strengths and health or learning issues.

Week 2, Term 4. Children will commence a four week programme of graduated transition visits in the Reception classroom.

Transition from Pre-school to School also includes:

- Regular shared activity time with reception class
- Inclusion in whole school activities.
- Buddy activities with older classes.
- Regular contact with all School staff.
- Joint excursions and involvement in whole school activities.

The transition and post transition process will be closely monitored primarily by the Reception and Pre-school staff and supported by the school staff.

### ***School to High School Transition.***

Communication with the High School commences in term 2, with the staff providing a list of children who will be participating in transition visits.

Information about "Starting Secondary School" and other information from Loxton High School will be sent to parents when it arrives (usually towards the end of term 1 or early term 2).

Transition meetings are held each term, week 5, between high school and all feeder school year 7 teachers and principals.

1. Enrolment forms are sent out in term 1 and then forwarded to high school in term 2.
2. Transition coordinator from the high school visits Year 7s at school.
3. School teacher meets with transition coordinator from high school to discuss students with special needs.
4. Student information sheets sent to high school.
5. Term 4, transition visit and disco.