

Transition Policy - Year 6 to Year 7

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1. Rationale

Year 6 children, and their parents, are involved in the Transition Program from primary school to secondary college. It is imperative that both parties are given every opportunity to select the best possible secondary setting that will meet the future educational needs of each individual child.

2. Program Objectives

- 2.1 To expand the children's and parents' knowledge of post-primary schools so that a choice of post-primary can be made more easily.
- 2.2 To give children the opportunity to familiarise themselves with post-primary schools' settings.
- 2.3 To assist the children to emotionally accept the difference between primary and post-primary.

3. Program Description

Post-primary settings often provide opportunities for children and parents to attend information days/evenings, expos and enrolment sessions. It is the responsibility of primary schools to advertise and pass on information to the Grade 6 children and parents. Deer Park West Primary School also strongly encourages regular communication between Transition coordinators, post-primary schools, Welfare coordinators and grade 6 teachers.

4. Program Implementation

- 4.1 A representative from the Year 6 level (class teacher or Transition Coordinator) will endeavour to represent Deer Park West at Transition meetings which may be held with other local schools and secondary colleges. The Transition Coordinator will then be responsible thereafter for all communication with secondary schools.
- 4.2 It is recommended that during the Senior Information Session, held early in Term 1, the key points of transition can be explained eg. choosing a secondary college; attendance at secondary college information sessions; circulation of information to parents; children's possible participation in Open Days.
- 4.3 Grade 6 children may be given the opportunity to visit the main secondary colleges during the year, if the colleges offer this opportunity, prior to Orientation Day. As it is impractical for the school to cater for visits to all secondary colleges, the school strongly encourages parents to take their children to the relevant secondary colleges on these occasions, or to make appropriate arrangements for their children to attend if so desired.
- 4.4 All relevant information received from secondary colleges will be passed on to parents through -
 - a) personal contact with child or parent
 - b) the newsletter
 - c) the Transition noticeboard

- 4.5 The Department sends out a timeline detailing the steps that must be followed by the Transition Coordinator. Transition forms and other important information are included in this pack.
- 4.6 Relevant information which may need to be sent to secondary colleges includes such things as -
- Personal profiles (if required), etc.
 - Transition forms
 - Summary of students attending Year 7
- This information will be passed on at the appropriate times.
- 4.7 Grade 6 children will be encouraged to attend their choice of post-primary school for Year 7 on Orientation Day, which is usually held late in Term

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5. Program Resources

- 5.1 *Personnel* - Year 6 class teachers, Transition Coordinator, parents, children.
- 5.2 *Venues* - possible post-primaries include Victoria University Secondary College, Sunshine Secondary College and Caroline Springs Secondary College.
- 5.3 *Materials* - photocopy paper, materials for personal profiles, A4 four-ring binders, fax machine, plastic pockets, etc.

6. Program Evaluation

- 6.1 Observations and discussion with -
- a) children
 - b) parents
 - c) teachers
 - d) other relevant personnel
- 6.2 This policy will be reviewed by staff as part of the cyclic review process or as needed.

NB. Where parent is referred to, this also includes guardian / caregiver.

Reviewed: June 2010