

# Transition Policy - Kindergarten to Prep

18.

## 1. Rationale

The move from kindergarten to primary school should not be difficult. The transition program will inform families of processes and options involved in transition to the future school setting of their child.

## 2. Program Objectives

- 2.1 To facilitate the transition between kindergarten and primary.
- 2.2 To familiarise the children with the physical layout of the school, the school's routine and so on.
- 2.3 To assist the children to adjust to the difference between kindergarten and primary - both emotionally and socially.
- 2.4 To familiarise the parents with the organisation of the school and how they can assist their child's transition to primary school life.

## 3. Program Description

Children and parents will be given the opportunity to become familiar with the school in the following ways:

- kindergarten visits to the school throughout the year that will be convenient to both parties;
- an information session involving parents, children and staff;
- parents will be provided with appropriate reading material such as Prep Parent Information Booklet, Code of Conduct Booklet and Bullying Prevention Booklet.
- visits to local kindergartens and day care centres to discuss the benefits of our school will be done throughout the year by the nominated person.

## 4. Program Implementation

- 4.1 Liaison between the school and kindergarten personnel will be established and maintained.
- 4.2 Throughout the year all local kindergartens will receive visits during which materials outlining Deer Park West programs and features will be made available for display, and pamphlets provided for distribution to parents.
- 4.3 Kindergarten personnel will be encouraged to bring the children to the school during the year. The pre-school children will be given a tour of the school and will participate in classroom activities with the teachers and students. They will also have the opportunity to experience play in the school yard.
- 4.4 There will be an Information Session consisting of:
  - Pre-school children visiting junior classrooms to participate in activities with school-age children.
  - Parents being given the opportunity to participate in an Information Session. The school's policies, programs and organisation will be

discussed. Each parent will receive the Prep Information Booklet, Code of Conduct, etc. at this meeting.

- 4.5 Placement of students for the Information Session and for the following year will be decided in consultation with both kindergarten and school personnel using the information provided in the Transition Learning and Development Statement forms.
- 4.6 To allow the Prep teaching staff to administer the school entry assessments, the first four Wednesdays of Term 1 will be pupil free. The children attend school in normal school hours on the remaining week days for this period. To administer these assessments, the teachers will give each child an individual time to attend with their parents on one of the four Wednesdays.
- 4.7 An information session for all Prep parents/guardians will be held early in Term 4 to cover organisational details with the parents.

## **5. Program Resources**

- 5.1 Personnel - kindergarten, school, parents, children.
- 5.2 Equipment/Materials –Prep Information Booklet, Code of Conduct Booklet, Prevention of Bullying Booklet, etc.

## **6. Program Evaluation**

- 6.1 Observations and discussion with:
  - \* children
  - \* parents
  - \* other personnel eg. staff from local kindergartens and day-care centres.
- 6.2 This policy will be reviewed by staff as part of the school's cyclic review process or as needed.

**Reviewed : September 2010**