

POLICY: TRANSITION TO SECONDARY

PURPOSE:

Primary students commencing secondary school are required to cope with a very different environment. It is our shared responsibility to provide students to assist in a smooth transition from year six to year seven.

AIM:

To provide a smooth and efficient transition from primary to secondary school with additional support provided to those who require it.

IMPLEMENTATION:

- The school has a staff member to coordinate our Year 6-7 transition program. The coordinator will adhere to the Year 7 Transition Timeline as stipulated in the documentation provided annually by Department of Education. To ensure all Year 6 students are placed in a secondary school for Year 7, the coordinator will:
 - ensure families have received the email from Student Insight to complete the transition process online
 - keep track in Student Insight of emails that have been returned due to incorrect family email addresses
 - upon receiving unsuccessful application notifications back from secondary schools, forward report from Student Insight onto alternate preference schools until all year 6 students have confirmed a place at a secondary college
 - on the specified date each family will be notified of their child's secondary college placement. This notification will include all information that parents/guardians may require should they wish to lodge an official appeal regarding their child's designated placement.
- The coordinator will maintain communication with the Year 7 coordinators of secondary colleges to facilitate the opportunity for them to visit the Year 6 students at our school and for our primary students to visit each secondary school in an organised manner where possible.
- After confirmation of enrolment our coordinator will ensure that information regarding academic, behavioural, and social performance will be provided to secondary colleges once sought.
- Meetings will be organised with parents of children with special needs to discuss programs and resource requirements.
- A transition program will be implemented during term four titled *Me and My World* facilitated by year six staff.
- The coordinator will support secondary college visitations as part of the secondary college's transition program. Students on the Disability Inclusion Program may require additional visits with the support of their Educational Support Staff member.
- Students will be expected to attend the state-wide Orientation Day in December.
- The transition coordinator will support the secondary colleges in the dissemination of detailed information packages to parents and students.

POLICY REVIEW AND APPROVAL:

Policy last reviewed	18/6/2024
Consultation	Consultation with school council and approved by School Council
Approved by	James Bell, principal
Next scheduled review date	May 2028

