

## **1. Rationale:**

The school's K-F Transition program is designed to establish an organised process to make the transition from home / Kindergarten to school as smooth and secure as possible for students and families. The process is important for future emotional, social and intellectual growth. This program will make staff familiar with the individual needs of incoming Foundation children and assist the parents to understand the academic and physical organisation of the school. This is vital in developing a sense of belonging to the school community.

## **2. Aims:**

- To support and empower the child and family, and provide collaboration between all people involved in the transition process.
- To effectively organise the enrolment of all Foundation students.
- To establish links between the main feeder Kindergartens / Pre Schools and Greenvale Primary School in order to adequately provide for any incoming children with special needs.
- To facilitate ongoing communication with the main feeder Kindergartens / Pre-Schools, including reciprocal visits of staff and students.
- To organise and provide a series of information sessions for parents/guardians of incoming Foundation students.

## **3. Implementation:**

- 3.1 Early in the year, the K-F transition coordinator will select school tour and enrolment dates. These dates will be made available to the local Pre-Schools / Childcare Centres and Kindergartens, as the coordinator will visit and hand out enrolment flyers.
- 3.2 In Term 3, each family will receive an enrolment pack, which includes a 'confirmation of enrolment' letter, a parent questionnaire and the Term 4 'Flying to Foundation' transition dates and times.
- 3.3 In Term 3, the K-F transition coordinator will liaise with the local feeder Kindergartens and arrange visits if necessary.
- 3.4 A parent information session will be held in Term 4, outlining the 'Flying to Foundation' transition process.
- 3.5 All children enrolled will be encouraged to participate fully in the 'Flying to Foundation' program. This includes attending the six, 90 minute transition sessions beginning in Term 4 and one orientation session during the last week of Term 4.
- 3.6 The formal enrolment process will include a permission form allowing professional communication between school staff and Pre-School staff with regard to enhancing the smooth transition of students.
- 3.7 It is the responsibility of the transition coordinator to contact the Pre School / Kindergarten when necessary to obtain further information regarding student concerns.
- 3.8 Meetings will be organised between school staff and parents of children with special needs to discuss programs and resource requirements.
- 3.9 The transition coordinator will place students in class lists.
- 3.10 Foundation Entry Assessment will occur at the beginning of their first year of school, including English and Numeracy online interviews.
- 3.11 There will be a parent 'Meet and Greet' during Term 1 of the student's Foundation year.
- 3.12 Parents are encouraged to make an appointment with their child's teacher at any time throughout the school year, to discuss any issues of concern.
- 3.13 Foundation students will be involved in a 'Buddy Program' with the senior school.

## **4. Evaluation:**

- Transition and Orientation programs and activities are to be reviewed each year to ensure maximum, efficient organisation, taking into account:
  - changing staff at feeder Pre-Schools and Child-Care Centres
  - feedback from parents, staff and Pre-Schools

This policy will be reviewed as part of the school's ongoing policy and process review cycle.

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**References and Related Documents:**

*This policy was ratified by School Council in September 2014*