

1. Rationale:

The transition from Primary School to Secondary College can prove to be daunting for both students and parents. It is our responsibility to provide families with current information regarding secondary colleges in our network, creating an awareness of what each college has to offer students and to facilitate the enrolment of all Year 6 students in a secondary college.

2. Aims:

- To communicate information about secondary colleges to parents and students in Years 5 and 6.
- To communicate with Transition Coordinators from secondary colleges in our network to continue developing transitional activities for our Year 5 and 6 students.
- To ensure parents and students are given relevant information as to the transition process.
- To familiarise students with school routines they can expect in a secondary college.
- To organise the placement of Year 6 students to a secondary college for Year 7 as per the Department of Education and Training (DET).

3. Implementation:

- 3.1 A staff member will be appointed Transition Coordinator.
- 3.2 A transition timeline will be prepared by the transition coordinator and distributed to parents
- 3.3 The Transition Coordinator will communicate with secondary schools, inform Year 5 & 6 students of information sessions and display flyers via the Year 5 & 6 Transition Noticeboard and in the School Newsletters.
- 3.4 Parents/guardians of Year 6 students will receive Year 7 Application Forms in line with the North Western Victoria Region guidelines.
- 3.5 The Region timeline to send application forms to Primary Schools spans late March to early April; with forms usually due back in May.
- 3.6 Transition discussions will be held with Year 6 students.
- 3.5 Year 5 and 6 students and their parents will be encouraged to attend information sessions and tours held by secondary colleges.
- 3.6 Year 5 and 6 students will attend a variety of internal and external transition programs and activities in conjunction with local secondary colleges in our network.
- 3.7 Parents are notified of their child's secondary college placement by the Transition Coordinator at Greenvale Primary School; as per the North Western Victoria Region guidelines.
- 3.8 Students in Year 6 attend the official Orientation Day at their secondary college.

4. Evaluation:

- This policy will be reviewed as part of the school's ongoing policy and process review cycle.
- Relevant feedback will be sought from students, parents and teachers with regard to the transition process and activities.

References and Related Documents:

- North Western Victoria Region Secondary College Placement Program

This policy was ratified by School Council in September, 2017