

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:

- Our school will appoint 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 DET. To ensure all Year 6 students are placed in a secondary school for Year 7, the coordinator will:
 - issue the *Year 6 to Year 7 Transition Statewide Placement Timeline and Procedure pack* to all families, by the specified issue date
 - upon receiving *Initial Placement Request* forms back from families, forward these onto the relevant secondary colleges in a timely manner
 - upon receiving unsuccessful application notifications back from secondary schools, forward *Initial Placement Request* forms onto alternate preference schools until all year 6 students have confirmed a place at a secondary college
 - on the specified date issue each family with an official letter, informing them of their child's secondary college placement. This confirmation letter will include all information that parents/guardians may require should they wish to lodge an official appeal in regard to 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.
- The coordinator will support secondary college visitations as part of the secondary college's transition program. Students on the Program for Students with Disabilities and Impairments program may require additional visits with the support of their integration aides.
- All 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.

REVIEW:

This policy will be reviewed in 2024

APPROVED BY SCHOOL COUNCIL: 10/8/2021