



TRANSITIONS POLICY

PURPOSE

For the purposes of this policy, transition is defined as the process of students and families adjusting to the changes associated with entering our school, moving grades within the school and leaving the school. Malvern Valley Primary School recognises the challenges associated with inter and intra-school transition. Ensuring a smooth and enjoyable transition for students and families into, within and out of our school through the provision of appropriate transition programs will enable them to make these progressions more efficiently.

SCOPE

This policy applies to all students currently enrolled at Malvern Valley Primary School and those children transitioning either to or from Malvern Valley Primary School.

POLICY

Malvern Valley Primary School aims to provide:

- smooth and effective transition programs to support inter-school transition (from pre-school to primary school, primary school to secondary school, another school into Malvern Valley Primary School) and intra-school (from one section of the school to the next) transition.
- adequate support to students and families in their transition into Malvern Valley Primary School.
- appropriate support for students and families with English as an additional language and/or additional needs (educational, emotional, physical or behavioural).
- adequate support to teaching staff in planning for effective teaching and learning for new students.

Pre-School to Primary School

- The Principal will appoint a staff member to coordinate the Prep transition program.
- Where possible, Prep transition dates will be coordinated with other schools in the Stonnington and Glen Eira Principals Network.
- Prep enrolments are to be advertised by the School Council's Parent Engagement and Promotions Sub-Committee to local Kindergartens and, where appropriate, in public forums such as Social Media platforms and advertising boards.
- Information will be sought about each child from the pre-school via the 'Transition Learning Development Statement'.
- Meetings will be organised with parents of children with special needs, identified through the 'Transition Learning Development Statement' to discuss individual program and resource requirements.
- The 'Ready, Set, Prep!' Program will be advertised to the families of all students enrolled for the coming Prep year. It will consist of ongoing school visits in Term 4 and will be conducted by the Prep teachers, Principal Class staff and other relevant staff. It will aim to familiarise students and parents with school operations, key curriculum areas, culture and expectations.
- All parents will receive information packages about the school, along with a welcome package including useful school resources.
- A morning tea (or similar) will be provided for all new and existing parents on the first day of school.
- Prep students will not attend school on Wednesday's during February to enable classroom teachers to conduct curriculum-based assessments with each student. On these days, parents will be allocated a time to drop their child at school for these one-on-one assessments to take place.

- Each Prep student will be allocated a Grade 5/6 Buddy. Regular Buddy sessions will run throughout the year to foster this relationship.
- In Term 4, current Grade 4s and 5s will be allocated their buddies for the following year.
- An event for new and existing Prep families will be organised by School Council toward the beginning of the year.

Intra-School

- A transition program comprising of a series of transitions will be organised to allow all students the opportunity to spend time in their new level and with a different cohort.
- The Principal will negotiate Casual Relief Teacher coverage with new staff's current employees to allow for them to attend whole school-transition afternoon.
- Students with special needs will have a transition SSG towards the end of term 4, involving the current and subsequent teachers and integration aides to provide an opportunity to meet and to facilitate a structure for handover.
- An individualised transition program for students requiring additional support in this area, will be coordinated by the relevant teachers and the Assistant Principal.
- Any documentation pertinent to the successful transition of a student, such as Individual Education Plans, Behaviour Management Plans, etc. will be finalised in Term 4 and handed over to the students' new teacher.
- A handover session for all students will be conducted during a meeting time once classes have been finalised. The purpose of this afternoon will be to allow teachers to share knowledge regarding future students' learning and behavioural needs.
- As per the Class Placement Policy, students will be placed in classes that are determined to best meet their social and academic needs.

Inter-School

- All new parents are to meet with the Principal (or other relevant staff member) prior to enrolment for a school tour in order to familiarise themselves with the school environment and to be provided with an enrolment pack containing general information.
- The placement of a new student in a class will be the decision of the Principal, considering the size of the class and the social and academic needs of the students as per the Class Placement Policy.
- Copies of all relevant documents for new students (i.e. student reports, Education Support Service reports) are to be requested by the Principal upon a new students' enrolment. Such documents will be distributed to appropriate staff as they are attained, preferably before the student begins school.
- The classroom teacher will nominate a student or students from the relevant class to be a support person/buddy for the new student.
- Students that move to a new school from our school will be supported in their transition by the communication of non-confidential information with the new school.
- The Principal will arrange an initial Student Support Group Meeting prior to a student with substantial additional needs (learning or behavioural) entering the class. The purpose of the meeting will be to help transition the student to the school and allow the future teacher to begin to establish a rapport with the family.

Families with English as an additional language (EAL)

- Should a family who enrolls at the school not be able to effectively communicate with the Principal, the Principal will seek translation assistance from within the parent community or from the DET (Department of Education and Training), through their funded program currently provided by the Victorian Interpreting and Translation Service (<http://www.education.vic.gov.au/Documents/school/principals/community/VITS%20Serv%20Dr t.pdf>).
- Bilingual students currently at the school may be assigned as a buddy to a new EAL student.

- All new EAL students are to have a language assessment completed through the DET's Social Education Victoria New Arrival Program, via the allocated outreach officer. The Literacy Team leader will be responsible for organising testing by contacting the above service.

Primary School to Secondary School

- The Principal will nominate a Grade 6 teacher who, along with the Administration Manager, will coordinate our Year 7 Transition Program. The Administration Manager will ensure all relevant enrolment forms are sent to Grade 6 parents/carers and on their return will forward to the relevant secondary school (for Public schools only).
- The transition coordinator will be available on request to discuss secondary school options with parents.
- Departmental processes and timelines will be followed to ensure the best possible transition outcomes for our year 6 students.
- The Assistant Principal will contact the secondary school to facilitate the transition of students on the PSD program (or those with special needs). A modified or extended transition program will be put into place to meet their particular circumstances.
- Class teachers will complete and return any transition forms for selected students that are sent by relevant secondary schools.
- Grade 6 students will be encouraged to attend their secondary school's Orientation Day.

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement*

REVIEW PERIOD

This policy was last updated on 2020 and is scheduled for review on 2023.