



# TOORAK PRIMARY SCHOOL

Canterbury Road, Toorak Vic 3142



## School Transition Policy

### PURPOSE

To ensure a smooth emotional, educational and social transition from:

- Preschool to primary school;
- Grade level to grade level
- School to school (transfers)
- Year 6 to secondary school

### GUIDELINES

- Consultation between the school, local preschools and relevant secondary schools enhances the transition process and supports provision of information to parents about transition procedures.
- TPS will observe Privacy Act regulations and relevant DET Guidelines when exchanging information with other schools and kindergartens.
- TPS will seek feedback from parents and guardians to support continuous improvement of transition processes.

TPS will support school transition as follows:

- Preschool to School
  - Transition Afternoons, Open Days and Information Sessions are offered to prospective students
  - TPS will seek regular feedback from parents and guardians to support successful student transition
  - The school will provide each new family with a copy of the Toorak Primary School Prep Orientation Handbook and /or the Toorak Primary School Information Manual.
- Grade Level to Grade Level
  - An orientation program will be offered to each grade level over the course of Term 4.
- Year 6 to Secondary School
  - TPS will engage with local secondary institutions to arrange familiarisation opportunities, such as arranging for speakers, visits, displays, sharing facilities, resources, educational experiences and community projects.
  - Year 6 curriculum is designed to support smooth transition to the independent learning principles and expectations that students will experience in secondary school.
  - Documentation to facilitate the transition process will be provided for students in Year 6.
  - Time will be allowed for students to attend their interviews, information sessions, Open Days at prospective secondary school(s) of their choice.
  - A graduation ceremony will be conducted to farewell and acknowledge exiting Year 6 students.
  - Wherever required, links will be maintained with exit students.
- School to School
  - An Orientation day will be offered for incoming students.
  - The School will provide each new family with a Toorak Primary School Information Manual
  - Office administration will notify class representatives of new students entering the class
  - Class Representatives will welcome new students and their parent(s)/guardian(s) into the Toorak Primary School community
  - Students will be welcomed at a school assembly with a TPS Citizen wristband.
  - The class teacher will make contact with previous or future teachers as required after parental permission is sought.

**Evaluation:** To be reviewed as part of the school's four year review process. *Reviewed November 2017*