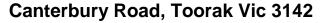


TOORAK PRIMARY SCHOOL





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

- o 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

o 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.
- o The School will provide each new family with a Toorak Primary School Information Manual
- o 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