PRIMARY TO SECONDARY

Rationale:
- Primary students commencing secondary school are required to cope with a very different environment. It is our responsibility to make this transition as enjoyable and trouble free as possible.

Aims:
- To provide a smooth and efficient transition from primary to secondary school with additional support provided to those who require it.

Implementation:
- Transition from primary to secondary school can be both a challenging and an exciting time for both students and parents.
- Our school will appoint a staff member to coordinate our year 7 transition program. The coordinator will personally visit the year 6 transition teacher at each feeder primary school to discuss the transition program, and hopefully be timetabled to meet the children.
- An information evening for prospective students and parents will be organised prior to enrolment week so that parents and students can experience our facilities and programs.
- The coordinator will communicate with coordinators of other secondary and primary schools to arrange an Open Day where primary students have the opportunity to visit each secondary school in an organised manner before enrolment week.
- Parents wishing to make personal appointments with the year 7 coordinator to discuss their child’s potential enrolment at the school will be accommodated.
- After enrolment week, all enrolments will be considered by the coordinating enrolment officer appointed by local schools and any local zoning arrangements or rules relating to preferences etc will be applied.
- After this process, we will communicate with each feeder primary school and parents to confirm with them the names of students who have enrolled at our school. Passports will be organised and information sought regarding academic, behavioural and social performance.
- Information will be sought about each enrolled child from the primary school, and meetings will be organised with parents of children with special needs to discuss programs and resource requirements.
- A transition program will be organised with each primary school during term 4, which allows each child (and their parents) the opportunity to attend our school and participate in activities on at least 3 occasions. One occasion will be the statewide Orientation Day.
- All parents will receive detailed information packages about the school (including book lists), and all year 7 students will be mailed a welcome package that will arrive at their home address over the Christmas vacation period.
- A 3-day Transition Camp will be offered during February for all newly enrolled year 7 students at a nearby site. The camp will be organised by transition teachers from each of the schools involved, and will be staffed by a combination of primary and secondary teachers.

Evaluation:
- This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in.... June 2008

References: www.sofweb.vic.edu.au/mys
www.sofweb.vic.edu.au/zone7/