Rationale:
- The school environment can be very different to the pre school environment. It is our school’s responsibility to make this transition as enjoyable and smooth as possible. Good ongoing communication, positive relationships and clear routines and processes are vital to successful transition.

Aim:
- Transition from pre-school to primary school is an important and exciting time for students and parents. Our aim is to provide a smooth and efficient transition from pre-school to primary school with additional support provided to those who require it.

Implementation:
- A Pre school to Primary Transition Co-ordinator will be appointed to co-ordinate this Transition program.
- During Education Week, prospective parents will be invited to an information evening delivered by the current Foundation teachers about the first year of school.
- Relationships with our feeder pre schools will be fostered to facilitate good communication and transition. Throughout the year interschool opportunities will be actively sought with our local pre schools eg visits, joint activities/incursions etc.
- The transition co-ordinator will organise communication and some visits to share pertinent information about students commencing at Sherbourne.
- Transition Learning Development Statements prepared by the Pre School teachers will be passed onto the Transition co-ordinator who will distribute as appropriate.
- Meetings will be organised with parents of children with special needs to discuss programs and resource requirements.
- An ‘Experience Sherbourne’ program will be organised in term 3, which allows each children from various pre-schools (and their parents) the opportunity to come into the school environment, participate in various activities and meet other Sherbourne Foundation students and their families. They will experience Art, Storytelling and P.E sessions. Children must be accompanied by an adult for these sessions.
- During term 4, students who are enrolled at the school can take part in our ‘Take Off’ transition program, which is held in the Foundation classrooms. This will consist of four visits. This program will coincide with transition sessions across the school, providing all students with the opportunity to experience their level for the following year.
- It is anticipated that teaching roles and classes for the following year will be finalised in time for the final pre-school visit, so that parents can be made aware of, and meet their child’s teacher, and so that children can have an experience with their ‘new’ teacher in the corresponding classroom.
- An information evening will occur in term 4 so that parents can be informed about the school’s programs and procedures, and an opportunity will be provided for questioning and discussions. The first school day of the following year will be covered in detail.
- Parents will be invited to put in writing any requests regarding the placement of their child with other students. This information must be received by the start of November.
- The Transition co-ordinator will organise the incoming students into classes using the information received from pre schools and parents as well as observations during school transition sessions. The classes, teachers and rooms will be distributed at the November Information evening.
- All parents will receive detailed information packages about the school, and all Foundation students will be mailed a welcome package that will arrive at their home address over the Christmas vacation period.
- Foundation students will not attend school on Wednesdays during February. On these Wednesdays class teachers will schedule and run individual assessment times for each student.

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

References: