SHERBOURNE PRIMARY SCHOOL
TRANSITION POLICY- PRIMARY TO SECONDARY

PRIMARY TO SECONDARY

Rationale:
- Transition from primary to secondary school can be both a challenging and an exciting time for both students and parents. Primary students commencing secondary school are required to adapt to a very different environment. It is our responsibility to make this transition as enjoyable and smooth 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:
- Our school will appoint a staff member to coordinate our Year 6 transition program. The coordinator will liaise with secondary school destinations.
- Year 6 students will participate in a planned Transition to secondary school unit of work in Term 4.
- Relationships with our local secondary schools will be fostered to facilitate good communication and transition. Throughout the year interschool opportunities will be actively sought with our local secondary schools eg Thinking Carnival, Teacher demonstrations, Art show, visiting secondary college bands etc
- Prior to the official transition process beginning, local secondary schools will be given the opportunity to visit and provide a presentation to the year 6 students. They will be encouraged to share past students’ experiences of the transition process and will have the opportunity to answer any questions raised by the year 6 children.
- Parents wishing to make personal appointments with the transition coordinator to discuss any concerns or questions regarding their child’s upcoming secondary school commencement will be accommodated.
- The transition coordinator will pre-fill each year 6 student’s ‘Initial Placement Request’ form for the areas of; name, permanent address, sex, birthdate and designated neighbourhood secondary school (according to data obtained from current school records and www.street-directory.com.au).
- The transition coordinator will issue the ‘Year 6 to Year 7 Transition: Statewide Placement Timeline and Procedure’ pack to all families, by the specified issue date.
- Upon receiving ‘Initial Placement Request’ forms back from families, the transition coordinator will forward these onto the relevant secondary schools in a timely manner.
- Upon receiving unsuccessful application notifications back from secondary schools, the transition coordinator will continue to forward ‘Initial Placement Request’ forms on to alternate preference schools until all year 6 students have a confirmed place at a secondary school.
- On the specified date listed within the ‘Year 6 to Year 7 Transition: Statewide Placement Timeline’, the transition coordinator will issue each family with an official letter, informing them of their child’s secondary school placement.
- This confirmation letter will include all information that parents/guardians may require should they wish to lodge an official appeal in regards to their child’s designated placement.
- Questionnaires regarding academic, behavioural and social performance received from secondary schools will be passed on to relevant classroom teachers by the transition coordinator. These will be completed and returned to the secondary schools in a timely manner.
- The transition co-ordinator will organise meetings to discuss transferring students between the Year 6 teachers and destination secondary schools.
- Special arrangements will be organised for those students requiring additional transition. eg students with special learning needs.
- Passport tasks will be obtained from secondary schools and the year 6 students will have a combination of allocated class time and homework task time to complete these.
- In Term 4, all year 6 students will attend a state-wide Orientation Day at their confirmed Year 7 placement school.
Evaluation:
- This policy will be reviewed as part of the school’s three-year review cycle.

References:
School Policy Advisory Guide > Student Participation > Transition