



# Transition Policy

## Years 6-7

### **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 promote a sense of belonging, well being and connectedness for students undergoing their primary to secondary transition.
- To ensure the professional contact between Forest Street and our feeder secondary schools is maintained.
- To provide opportunities for students to become familiar with their secondary school environment.
- To ensure additional support for transition to those students who require it.

### **Implementation:**

- A coordinator will be appointed each year to coordinate the Year 6-7 Transition Program.
- The coordinator will fulfil the role by:
  - informing, assisting and supporting the grade 6 staff, students and parents with transition.
  - representing or arranging representation at all year 6-7 transition programs
  - representing or arranging representation at transition/cluster meeting (Arch & Wendouree)
  - reporting contents of meetings back to PLT colleagues at Forest Street
  - working with Integration staff to organise tours and transition experiences for students on the Integration program
  - preparing and distributing information to Year 6 students and parents detailing information nights
  - arranging meetings and visits to feeder secondary colleges as required
  - liaising with secondary staff to clarify student information and assessment data required by the school for Year 7
  - displaying newsletters, publications, scholarship information and details on information nights
  - liaising with Integration coordinator to ensure Year 6-7 Reviews are complete for students funded or seeking funding on the Integration program
  - working with office manager to ensure student files are transferred to the secondary schools
  - liaising with secondary school staff to organise their visits to Forest Street
  - contributing to the organisation of special cluster/network leadership days as planned by the group

### **Resources:**

- Coverage for the Transition Coordinator to liaise with teachers

- Professional Learning opportunities required to coordinate the transition process

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.  
Policy established March 2017