



The Lakes South Morang P-9 School

TRANSITION POLICY

PRESCHOOL – PREP

Rationale

Pre-school to school transition is a vital stage in children's education and overall development. It should enhance the child's independence and support successful participation in school life. The process is important for future emotional, social and intellectual growth. Transition incorporating promotion, enrolment procedures, orientation, admission and induction stages, aims to alleviate difficulties and recognises that children's needs vary according to social background, experiences, and stages of development.

Aim

To support and empower the child and family, and provide collaboration between all people involved in the transition process.

Implementation

- The first contact with the school is critical and must be a positive experience for both parent and child.
- Close cooperation, communication and promotion between the school and local preschools and childcare centres, will be fostered throughout the school year.
- The enrolment process will include a tour of the school, distribution of written information about the school, completion of enrolment forms and presentation of birth and immunisation certificates.
- The Orientation Program will focus on positive interaction between parents, teachers and the child.
- Flexibility in the transition process will be considered for all students, including those with special needs.
- Prep teachers and Early Years Coordinator will plan orientation activities.
- Orientation will include multiple and various contacts between Prep and Pre-school teachers. Pre-school children and parents will participate in a variety of school activities of varying duration. Information sessions for parents will be held.
- The admission and induction phase is critical. Shorter staggered hours for the first days ease transition.
- The induction program will include:
 - School routines and procedures (toilets, recess and lunch, playground)
 - Independent skills (unpacking bag, using the canteen, looking after own belongings, putting bag away, emptying locker/tub)
 - Curriculum programs in key learning areas (including cross-age activities)
- A Meet and Greet Night will be held early in term one. Parents are encouraged to make an appointment with their child's teacher at any time throughout the school year, to discuss any issues of concern.
- An information Night will be held in February to discuss school programs and routines.

Evaluation of Policy

The policy will be reviewed annually by the Principal and Early Years Team.

This policy was ratified at school council November 18th 2008