Rationale:
Pre-school to school, Year 4 to Year 5, Year 6 to 7 and Year 9 to 10 transition at The Lakes are vital stages in children’s education and overall development. They should enhance the child’s independence and support successful participation in Primary and Secondary school life. The transition 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 individual needs may 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 student.
- Close cooperation, communication and promotion between the school, local preschools and childcare centres, primary schools and senior secondary schools, will be fostered throughout the school year.
- The preschool to Prep and Year 6 to Year 7 enrolment process will include tours of the school, distribution of written information about the school, completion of enrolment forms, presentation of birth and immunisation certificates.
- The Orientation and Transition programs will focus on positive interaction between parents, teachers and the student.
- Flexibility in the transition process will be considered for all students, including those with special needs.
- The Early Years Transition Coordinator will plan Prep orientation activities in conjunction with relevant teachers. The Middle Years Transition Coordinator and relevant staff will plan Year 7 orientation activities and primary taster days. The Year 9 Transition Coordinator will liaise and organise all procedures and requirements in ensuring the smooth transition from Year 9 at The Lakes to Year 10 at local Senior Secondary Colleges in conjunction with relevant staff from The Lakes South Morang P-9 School and future Secondary Schools.
- As part of the intra school transition process, Year 4 to 5 teachers will liaise to provide opportunities for Early Years students to spend time on the Middle Years Campus.
- Orientation will include multiple and various contacts between Prep and Pre-school teachers, Year 4 to 5 teachers, Year 6 and 7 teachers and Year 9 and Year 10 teachers. Students will participate in a variety of school activities of varying duration.
- The Prep Transition program will include:
  - School routines and procedures (toilets, recess and lunch, playground)
  - Independent skills (unpacking bag, looking after own belongings, putting bag away, emptying locker/tub)
  - Curriculum programs in key learning areas (including cross-age activities / buddy programs)
- Parent information sessions will be held concurrently with the Prep student transition session to discuss school programs, routines and expectations.

Evaluation:
- The policy will be reviewed biannually by the Principal and the Transition Co-ordinators.

This policy was ratified at School Council 20/06/2017