

TRANSITION POLICY

Kingsbury Primary School

PURPOSE

To explain to parents and carers Kingsbury Primary School's policy requirements and expectations relating to student transition at our school.

SCOPE

This policy applies to:

- Early Years Childhood Setting/Kindergarten to Foundation
- Year level to year level
- Transfer during the year
- Year 6 to Year 7

DEFINITION

Transition: The association and process of changing from one stage/level to another during a student's educational journey.

POLICY

Successful transitions involve schools parents/carers and students working together in a meaningful, positive partnership with a focus on student learning, engagement and wellbeing outcomes.

Kingsbury Primary School will make available relevant information and documentation for parents/carers, and a central point of contact for co-ordination of transitions.

Stages of Transition

Throughout the different stages of student transition Kingsbury Primary School will:

- **Early Years Childhood Setting/Kindergarten to Foundation**
 - Provide a transition program that supports parents/carers and allows students to make secure adjustments for physical, and social and emotional wellbeing.
 - To provide transition information to parents/carers through different modes of communication e.g. documented resources and Transition to School meetings.
 - Develop positive partnerships between parents/carers and school staff.
 - Develop professional connections with local early childhood education centres through sharing information, knowledge, programs and resources.

Note: Kingsbury Primary School may seek additional information in relation to transition from Early Years to Foundation. This will be in the form of a Transition Statement completed by the Early Years provider a child attended, and may include documentation relating to informal observations to assess development, literacy and numeracy, academic, and social and emotional needs.

- **Year Level to Year Level**

Kingsbury Primary School will provide support for both students and teachers to ensure there is:

- Clear and open communication between stakeholders.
- Analysis and use of data.
- Consideration for contextual issues that may influence the transition process.
- Opportunities for students to develop authentic relationships with their future year level cohort prior to the new school year.
- Where possible, opportunities for students to develop authentic relationships with their future year level teachers prior to the new school year.

- **Transfer during the year**

- Kingsbury Primary School will provide information and support to new families and students to assist a successful transition.
- Advise of opportunities where new parents/carers can connect and engage in the school community.
- Provide guidelines to teachers when preparing for new students entering at different points in the school year.

- **Year 6 – Year 7**

Kingsbury Primary School will aim to provide a smooth and efficient transition from Primary to Secondary school through:

- Enabling informed decisions on secondary school selection through provision of guidance and information to parents/carers and students.
- Development of skills and strategies for Year 6 students delivered through an established Transition program.
- Promoting sharing of information, programs and resources whilst maintaining close professional associations with secondary schools.
- Student involvement – listen to the voices of students about transition and continue to explore how students can be involved appropriately in the own transition planning process.

See: [Parent information - moving from primary to secondary.](#)

RELATED POLICIES AND RESOURCES

- Admission, Enrolment and Attendance Policy
- Student Transfer Policy
- Student Engagement and Wellbeing Policy

The below are optional references to Department policy:

- [Parent information - moving from primary to secondary](#)
- [Placement](#)
- [Information Privacy](#)
- [Decision Making Responsibilities for Students](#)
- [ISP Quality Standards and School Resources](#)

REVIEW PERIOD

This policy was last updated in April 2020 and is scheduled for review in April 2023.

Signed

A handwritten signature in black ink, appearing to be 'M. M.', written in a cursive style.

School Council President