TRANSITION
POLICY

INTRASCHOOL

Rationale:

• Transition from one class of the school to another can be an exciting and challenging time for students. Students will manage each of these progressions much more efficiently if they experience an effective transition program prior to moving classes.

Aims:

• To provide a smooth and efficient intra-school transition from one class of the school to the next with additional support provided to those who require it.

Implementation:

• Our school will appoint an experienced staff member to coordinate our intra-school transition program.
• Once the following year’s classes and teachers have been organised, a transition program will be organised for all students across the school, with a particular focus on the importance of physical changes in buildings/learning spaces.
• All intra-school transitions will occur simultaneously.
• The intra-school transition program will include familiarisation visits and activities in future classrooms with future classmates, a chance to meet future teachers, and opportunities to visit different toilets and eating areas etc.
• All teachers who will be teaching at our school the following year, but are not yet employed at our school, will be invited to participate in the program and meet their future students and teaching colleagues as part of the intra-school transition program, and as part of their own induction.
• The principal class will negotiate the replacement teacher coverage for future teachers currently employed at different schools, with the teacher’s current principal.
• Students with special needs will have the transition program modified or extended to meet their particular circumstances.

Evaluation:

• This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in... August 2011