

# YEAR K-F TRANSITION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

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**Email:** [richmond.west.ps@education.vic.gov.au](mailto:richmond.west.ps@education.vic.gov.au)

## PURPOSE

The purpose of the K-F transition policy at Richmond West Primary School is to:

- provide pre-school enrolled children with several positive school experiences prior to school entry
- gain information from Pre-Schools and parents via the Individual Learning and Development statement.
- give the Foundation Teachers a valuable opportunity to observe and collate children's behaviours, interactions, skills and to complete a Transition Checklist in an independent situation without parental involvement
- involve and give a sense of ownership and importance of the Foundation Transition program throughout the whole school.
- introduce the Foundation parents to the wider school community and to provide the parents with valuable information sessions which will lead to their development of a sense of understanding and belonging to our School Community.
- develop strong partnerships with local pre-schools.

## SCOPE

This policy applies to all families and pre-school students transitioning to primary schooling.

## DEFINITIONS

In this policy, where *parent* is referred to, this also includes *guardian and/or caregiver*.

## POLICY IMPLEMENTATION

Richmond West Primary School provides the following for transitions:

### Foundation Transition Program

- **Week 1** - Usually involves an open information session after school hours from 3.45pm until 4.15pm, usually scheduled in Term 4 prior to commencement. Different areas of the school are open for the children to visit e.g. Foundation Rooms, Performing Arts Room, Science/technology Room, and Art Room. The parents take their children around the school to visit the different areas.
- **Weeks 2 and 3** – One session per week with the enrolled Foundation children visiting classrooms independently and being involved in developmental play. Whilst the children are with the Teachers, helpers circulate and complete the Transition Checklist with individual children. Senior students may also assist with the developmental play activities. The current Foundation classes visit a variety of classrooms and enjoy some craft activities

# YEAR K-F TRANSITION POLICY

as organized by that particular class teacher. The parents are invited to attend the Information sessions, led by a member of the Leadership Team.

- **Week 4** - Foundation Parent Information Night involving all Foundation Teachers, Principal, Team Leader, and Parent Club Representative.
- **Orientation Day** – usually held early in December, the enrolled children come to school for a morning session to meet their classmates and class teacher.

## Other Considerations

- Principal/Team Leader liaises with and visits local pre-schools throughout the year.
- All the Foundation Teachers and specialist teachers will be involved in the Transition Program.
- An Education Support staff member or available staff member will assist with the completion of the Transition Checklist.
- The Leadership Team will provide vital support by speaking at the Parent Information Sessions and liaising with Pre-schools
- The Foundation teachers and a variety of people are involved in the Transition Information Evening.
- Whole school supports the program through Foundation class visiting during Week 2 and Week 3.
- All Foundation Teachers and some senior students will be involved in Orientation Day early in December.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Included in parent handbook/manual
- Discussed at parent information sessions
- Discussed at student forums
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

### Available from the school:

- North Western Victoria Region K-F Transition packs for School

The Department's Policy and Advisory Library (PAL):

- [Student Transition Year K-F](#)

# YEAR K-F TRANSITION POLICY

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## POLICY REVIEW AND APPROVAL

This policy will be reviewed within the school review cycle and/or updated to reflect changes in DET regulations or school circumstances.

Policy last reviewed	February 2022
Approved by	Principal
Consultation	N/A
Next scheduled review date	February 2026