

# ***WPS – TRANSITION POLICY***

**For period: August 2014 – August 2018**

## **Rationale:**

The Wandong Primary School Transition Policy has been developed in response to increased enrolments over a period of years. It encompasses students transitioning into, through or exiting the school.

This policy forms part of a whole school transition approach and is supported by a detailed Wandong Primary School transition process.

## **Aim:**

- To ensure the school has a planned strategic approach to managing increasing enrolments.
- To ensure that families are aware of the process for enrolling a student at Wandong Primary School.
- To prepare for, and inform families about, the transitioning process
- To prepare students for school at Wandong Primary School
- To prepare students for the secondary school of their choice

## **Who can be enrolled?**

There is no zoning in place for Wandong Primary School. As a result, Wandong Primary School accepts enrolments from within the local townships of Wandong and Heathcote Junction and the more distant communities of Wallan, Kilmore, Upper Plenty, Beveridge, Clonbinane and Broadford.

Parents from more distant locations are reminded that a long haul to school over many years requires dedication and that this burden needs to be considered before placing students at Wandong Primary School.

## **When to enrol:**

Wandong Primary School accepts enrolments for the following twelve to eighteen months. Enrolment forms may be collected from the school office.

## **What is required to be enrolled at Wandong Primary School?**

Parents/Guardians must return a signed completed enrolment form. In addition an original copy of the child's birth certificate and immunisation certificate must be sighted and photocopied by school staff for the students file.

If a court order is in place during the time at which a student is enrolled at school, then a copy of the court order must be provided to the office for filing.

## **Transition Process - Pre-School to Primary School:**

Wandong Primary School implements a detailed transition process that includes a range of activities such as; visits by school staff to pre-schools, Storytime sessions in the school library, buddy visits and six school visits. All of these occur in the year preceding the start of formal school. Details and dates for these activities are posted to families at the start of term three in the year preceding the start of school.

## **Transition - Between Primary Schools:**

Once enrolment has been accepted from a family wishing to transfer a student to our school from another school, the family are then involved in discussions relating to the possibility of the student visiting his/her new class prior to their official start date.

## **Transition Process - Between Year Levels:**

Students are supported and prepared for the following year's level by participating in visits during December each year. Students meet their new teacher and new classmates. Families are notified of the classroom and the classroom teacher before the end of the school year.

**Transitioning to Secondary School:**

Wandong Primary School adheres to the DEECD Transition Guidelines. Where possible, staff organise visits to local secondary schools (in conjunction with that school) and invites local secondary school staff to Wandong Primary School to speak with our students. Students receive the required paperwork needed to confirm their place at secondary school.

Additional transition related sessions are provided to students deemed to be highly anxious about exiting the primary school setting.

**Starting at Wandong Primary School:**

Students new to the townships of Wandong and Heathcote Junction can begin their education at Wandong Primary School as soon as proof of a local address can be provided. Some families may wish to start students before they actually move in – especially at the start of a school year or school term, and this is an acceptable practice.

Students moving to Wandong Primary School from a neighbouring primary school can only begin at the start of terms one and three as per the cluster schools agreement, unless extenuating circumstances have occurred and both the exiting and entering school principals agree.

**School Promotion:**

Wandong Primary School actively promotes itself in the wider community as part of its transition process. These include:

- Promotional flyers and DVDs distributed to local preschools.
- Pre-schools visited by Wandong Primary School staff.
- School tours run on a regular basis across the year

In addition:

- The local community is kept informed of what is happening at the school through a monthly article in the “What’s News”, which is distributed to all residences and businesses in Wandong and Heathcote Junction.
- Newspaper articles regularly appear in the North Central Review, which highlight exciting activities and coming events at the school.

**Monitoring the “Transition” policy:**

This policy will be reviewed every three years as part of the cyclic policy review process at Wandong Primary School.

**CERTIFICATION**

This policy was adopted at the School Council meeting held at Wandong Primary School on the 11th day of August 2014.

Signed:..... Signed:



School Council President

School Principal