

Transition Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Hamlyn Views School on (03)52155700

1. PURPOSE

To provide students, families and staff members with appropriate and timely support and guidance to enable students a successful transition to their new environment at each key stage identified at our school. These stages are:

- Starting 'Foundation' year of school
- From/to other schools at other year levels
- From/to other classrooms and classroom staff within the school
- Later Years to post-school programs.

Transition is "a coordinated set of activities for a student, designed within an outcome oriented process which promotes movement from one educational setting to the next".

2. SCOPE

- To provide support and orientation activities to ensure a smooth and efficient transition into/from the school, areas within the school, and adult placements.
- To share relevant information about students.

3. POLICY

- A coordinated program of student transition activities will be conducted each year that best meets individual student needs. (See Foundation and other transitioning students processes and guidelines).
- Staff will be informed of student transition programs via email and Compass communications.
- New Foundation students will participate in 4 transition sessions over 4 weeks throughout November each year.

- Students transitioning from other schools will participate in at least two transition sessions, as well as, the state-wide Grade 6 Orientation Day (Step-Up Day) in December each year.
- An appointed handover day between teachers will take place in December for in-school transition of students. Student Profiles, Positive Support Plans and Individual Learning Plans will be required as part of this process and any other relevant documents and information necessary.
- Career Action Plans (CAPLANS) will be developed and reviewed for all students from year 7 at Student Support Group Meetings. NDIS will support students 18 years of age, moving onto post school settings.
- New Foundation parents will receive a Foundation Transition Booklet and be invited to attend a Starting School Information Session on week 3 of Foundation students transition sessions.
- All new parents/carers will receive enrolment packs containing detailed information about the school, including a Parent Information Handbook, and key policies and procedures.
- All relevant information about student(s) will be transferred to the new teacher, school or post-school placement, including Student Profiles, Positive Support Plan and Individual Learning Plans. This process will be supported by the Inclusion Coordinator.

4. EVALUATION

Policy last reviewed	September, 2019
Approved by	Principal
Next scheduled review date	2023 - this policy has a review cycle of 3 - 4 years