# Hamlyn Views School **HMV P-8_Logo CMYK**

Transition Policy

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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”.

1. **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.

1. **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.

1. **EVALUATION**

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