Carlton North Primary School
PREP TRANSITION Policy

Rationale: At Carlton North Primary School (CNPS) we believe it is our responsibility to make students’ transition to formal schooling as smooth and enjoyable as possible.

Aims: To provide a Prep transition program that gives students a sense of security and the opportunity for social, emotional and physical adjustment.

Implementation:
- Our school will appoint a staff member to coordinate our Prep transition program.
- Each year, when Prep enrolments are known, the Prep transition coordinator will communicate with each feeder kindergarten and inform them of the names of students who have enrolled at CNPS.
- During Term 4, information will be sought about each student from the kindergartens. Meetings will be organised with parents of students with special needs, to discuss programs and resource requirements. Appropriate action will be instituted to ensure any educational assessments are carried out within the prescribed Department of Education and Early Childhood Development timeframe.
- A transition program, consisting of two sessions, will be organised during Term 4. These sessions will allow each student and their parents to acquaint themselves with our school.
- Visits will consist of students being involved in familiarisation tours of the school, and activities in classrooms. Every Prep student starting school at CNPS, will be assigned a student from the next year’s Grade 5 or 6, known as a ‘buddy,’ who will look after them in the school yard for the first few weeks of school. Buddies will be involved in the second session of the transition program.
- An information session will be held on the second visit so that parents can be informed about the school’s programs and procedures, and an opportunity will be provided for questions. All parents will be given a “Welcome to Lee Street” information folder at this session which contains the “Beginning School At Lee Street” booklet.
- All Prep students will be mailed a welcome card from their buddy that will arrive at their home address over the Christmas vacation period.
- Prep students commence classes on the day after the rest of the school to allow Y1 to Y6 to settle in and to mentor the buddies as to their role and responsibilities.
- Prep students start school at staggered times on the first day.
- Prep students attend school until 1.30pm for the first week (excluding Wednesday).
- Prep students will not attend school on Wednesday for the first month of school, according to Department of Education and Early Childhood Development guidelines.
- Prep students will be required to attend school to have a School Entry Assessment on one of these Wednesdays.
- A morning tea for parents will be provided on the first day of school, with specialist staff assisting classroom teachers with the needs of the new students.
- Opportunities will be provided for parents to visit classes or communicate with the school regarding their child’s progress at all times, and any issues that arise will be attended to as soon as possible.
- A social event to welcome Prep parents and allow them to meet each other will be organized early in Term 1.
- Parent feedback on the program will be sought via a simple survey in Term 2. The transition coordinator will collate the data and pass it to the Education Committee for consideration when reviewing the policy.

Evaluation:
Parent feedback will be used when reviewing this policy.
This policy will be reviewed in 2012

This policy was ratified by School Council in……… March 2009