



PREP TRANSITION POLICY

Policy Statement

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.

Aim

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

Guidelines/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, including prep transition statements, 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 three 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 third session of the transition program.
- An information session will be held on the third 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 the second 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.
- A parent mentor program will be available to all prep parents. This program will link new prep parents with existing CNPS parents. The aim of the program is to welcome them into the school community, offering support and guidance.

Evaluation

Parent feedback will be used when reviewing this policy.

This policy will be reviewed as part of the school's three year cycle

This policy was ratified by School Council in June 2012

Appendix A

Head of IMP as appointed by Principal

Assistant Principal - Effective 2 February 2010

Available Instruments within IMP - subject to change

From Grade 1 (not during school hours, and subject to tutor availability)

- Recorder

Violin

From Grade 3 (during school hours and not during school hours, subject to tutor availability)

Recorder *

Violin

Clarinet

Flute

Percussion

Guitar.

From Grade 4 (during school hours and not during school hours, subject to tutor availability)

Saxophone

* Transitional arrangements: In 2012 only, those students in Grade 2 who began recorder in 2011 may continue to have lessons in school ho