



Transition Policy

Sandy Creek Primary School aims to provide a quality, 'seamless' transition which allows children to move smoothly between home, preschool and primary school; while maintaining their wellbeing and education.

Week of Term 4	Action	Responsibility
1-3	School discussion of known students transitioning. How many, special requirements, etc.	School Administration Officer School Principal Junior Primary Teacher
3	<u>Enrolment packs</u> and transition dates sent home to parents of known transitioning students. <u>Parent Meeting</u> with teacher offered to families who are new to the school.	School Administration Officer Junior Primary Teacher
5	<u>Parent Meeting</u> Meeting with parents run by class teacher during this week. Teacher presents parents with a class 'information pack'.	School Principal Junior Primary Teacher Parents
6	<u>Transition visit 1</u> Friday 9:00 am – 11.15 am	School Administration Officer Junior Primary Teacher
7	<u>Transition visit 2</u> Friday 9:00 am – 1.45 pm	School Administration Officer Junior Primary Teacher
8	<u>Transition visit 3</u> Friday 9:00 am – 3.00 pm	School Administration Officer Junior Primary Teacher
9	Kindy Farewells /Graduations and yearly break-ups likely to occur in this week. No transition.	

The class teacher will present families with a 'take home pack' at the parent meeting in week 5. This will include class information about routines, etc. so that parents are prepared for the following term.

For parents who do not attend the meeting; the take home pack is presented to the child during transition.