TRANSITION FROM PRIMARY SCHOOL TO SECONDARY SCHOOL POLICY 2015
To be reviewed: 2018

RATIONALE:
Primary students commencing secondary school are required to cope with a very different environment. It is our school’s responsibility to make this transition as seamless and anxiety free as possible.

AIMS:
• To provide a smooth and efficient transition from primary to secondary school.
• To provide support to all students during the transition phase.

IMPLEMENTATION:
• The Deputy Principal is appointed to coordinate the Level Seven Transition Program. The coordinator will ensure that all information received by the school in regard to Transition will be communicated to the appropriate staff and parents.
• Students and parents will be notified of Open Days and Information Sessions as advised by the Catholic secondary schools.
• All notifications of acceptance to Catholic Schools is communicated directly to the parents. For students who have applied to attend a local government school the communication is relayed via the primary school.
• The Transition Coordinator will communicate with the coordinators of feeder secondary schools in regard to the secondary school coordinator visiting the primary school inline with the Department of Education and Training procedures.
• Where appropriate, information about individual students will be shared between the Principal and the Level Six classroom teachers of the primary school and the secondary school. Formal Program Support Group (PSG) meetings will be convened for any student funded under the Students With Disabilities Program.
• All Level Six students will be encouraged to attend the secondary school’s Orientation Day. Prior to this day the Level Six teachers will review and discuss any relevant information.

EVALUATION
This policy will be reviewed as part of the school’s three-year review cycle.