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## Cranbourne West Primary School No. 5189

### **PREP TRANSITION POLICY**

#### **RATIONALE:**

The transition to the first year of primary school has been identified as a significant factor influencing a child's ability to achieve initial success at school. Cranbourne West Primary School aims to provide a smooth, efficient and supported transition from kindergarten to primary school.

#### **AIMS**

- To promote the speedy adjustment of newly enrolled Prep grade children and their families to Cranbourne West Primary School.
- To encourage independence and successful participation in class and the wider school community.
- To promote collaboration between families, teachers and local preschool setting staff.
- To encourage the active involvement of children, parents, family, school, preschool settings and community in the transition process
- To develop strong connections with local kindergartens and child care centres and active involvement with the Kindergarten to Prep Transition Network.

#### **IMPLEMENTATION GUIDELINES:**

Implementing a successful program should include the following:

Personal contact be established, during Term 1, with preschool staff and maintained by the Transition Coordinator. Prep Teachers and the Prep Transition Committee will liaise, as appropriate, with staff from local feeder Kindergartens and/ or Childcare Centres to facilitate transition of pre-school students to school by:

- Participating in Cranbourne Transition Network meetings.
- Visits to Kindergartens and Childcare Centres to provide information to staff and parents about enrolment and transition processes and procedures.
- Sharing of information between Kindergartens, Childcare Centres and Prep staff to ensure students' needs are understood and catered for.
- A Prep Information Booklet will provide further information about CWPS and starting school. Local Kindergartens, Childcare Centres and all local stakeholders receive flyers and booklets for display and distribution to prospective parents.
- Provision of guided tours to assist parents to make an informed choice about the school's capacity to meet the needs of their child.
- Appointment of an Enrolment Officer to facilitate timely and supportive communication and contact with prospective parents and students.
- Appointment of a Community Liaison Officer to facilitate ongoing communication and develop effective partnerships between families and Cranbourne West Primary School.

- School tours to be held throughout the year to enable prospective parents to be better informed about the school and the Transition program. These sessions will provide an opportunity for parents to ask questions and ensure they are aware of programs and procedures for the start of the Prep program.
- Implementation of Buddy System between year Prep and senior students. As part of Prep Transition, senior students will be matched with a prospective Prep student. Senior students will spend time with their Prep Buddies throughout first term.

Buddies will be responsible for assisting Prep children in their transition to school. Roles they undertake may include:

- Showing Prep students where facilities are, such as the toilets, the sand pit etc.
- Directing them to line / class after recess.
- Playing / organising games for Prep children during recess and lunch times.
- Offering encouragement, support and assistance.
- Parents and children are made to feel welcome throughout their involvement with the school, by providing opportunities to visit and by encouraging them to come to special events at the school, i.e. Supported playgroup for preschool children, welcome BBQ and Open Day
- Class sizes will meet DET ratios in the early primary years
- Prep students will not attend school on Wednesdays throughout February. These Wednesdays are designed for student interviews and assessments.
- Prep children in Government Schools undergo assessment in the first few weeks of school. This assessment, in the areas of Numeracy and Literacy is of great value for teachers' planning of classroom and individual learning programs.

### **EVALUATION:**

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