POLICY: TRANSITION (DROUIN AND DISTRICT CLUSTER)

1. STATEMENT OF BELIEF:
Students within the Drouin and District Cluster (Drouin Secondary College / Drouin Primary School / Drouin South Primary School / Drouin West Primary School / Garfield Primary School / Bunyip Primary School / Poowong Primary School / Lardner Primary School) need to be provided with a smooth transition through their educational pathway. This made up of the following key components:
- Kindergarten to Primary School
- Primary/Specialist to Secondary
- Secondary School to Post school Pathways
It is our responsibility to make student transitions as seamless between schools as possible.

2. OBJECTIVES:
2.1 To provide students with a smooth and efficient transition throughout Primary school and into their chosen Secondary school.
2.2 To provide a process of information sharing for students transferring between schools to effectively cater for student needs.
2.3 To improve the loss of learning opportunities for transient students.
2.4 To improve the transfer of data information between schools and relevant teaching staff.

3. IMPLEMENTATION:
3.1 All schools within the Drouin and District Cluster will use an electronic Learner Profile to assist with transition within and between schools.
3.2 The files will be established by individual schools with each student saved in a year level, class and individual student file. Last name, then first name (SMITH, John)
3.3 The Drouin and District Cluster will use a common template for the electronic Learner Profile, to facilitate ease of data transfer.
3.4 All schools will appoint a staff member to coordinate the transition program – throughout their Primary school or Secondary school.
3.5 Orientation Day will be held annually, early in December, where primary students have the opportunity to visit their relevant secondary school. The Secondary school will make their own additional arrangements to support this.
3.6 Parents wishing to make personal appointments with the Year 7 coordinator to discuss their child’s potential enrolment at the school will be accommodated.
3.7 In the year prior to commencement at secondary school a meeting will be arranged for year 6 students deemed to have high or complex needs. Staff from both the primary school and secondary school, and parents will be invited to attend. There will be times where it is also appropriate to include the student and / or external student support staff.
3.8 The Drouin and District Cluster will implement LOTE provision consistent with the Cluster Language Policy.
3.9 The Network Student Support Services actively encourage the tracking of students with special learning needs, in order to facilitate the sharing of relevant information at key times of transition. Student Support Services work in partnership with Network schools to enable students’ access to support at the point of need.

4. EVALUATION:
This policy was last reviewed by School Council in: 2014
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This Policy will be reviewed by the Education Policy Committee as part of the schools’ four year cycle.