



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

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TRANSITION POLICY

Rationale:

Transition from primary to secondary school can be both a challenging and an exciting time for both students and parents. Primary students commencing secondary school are required to cope with a very different environment. It is our responsibility to make this transition as enjoyable and trouble free as possible.

Aims:

To provide a smooth and efficient transition from primary to secondary school with additional support provided to those who require it.

Implementation:

- Regional Directors co-ordinate Victoria's transition program that results in the annual placement of Year 7 students into government schools. A 'transition' timeline is provided each year, placing mandated requirements that Principals must undertake in accordance to such timelines.
- Our College will appoint a staff member to coordinate our Year 7 transition program. The coordinator and teachers will personally meet with the Year 6 transition teacher at each feeder primary College to discuss the transition program, and request to meet the children.
- An information evening for prospective students and parents will be organised prior to enrolment week so that parents and students can experience our facilities and programs.
- The coordinator will communicate with coordinators of other secondary and primary schools to arrange an Open Day where primary students have the opportunity to visit each secondary school in an organised manner before enrolment week.
- Parents wishing to make personal appointments with the Transition Co-ordinator to discuss their child's potential enrolment at a school will be accommodated.
- After enrolment week, all enrolments will be considered by the coordinating enrolment officer appointed by local schools and any local zoning arrangements or rules relating to preferences etc will be applied.
- After this process, we will communicate with each feeder primary school to confirm with them the names of students who have enrolled at our College. Information will be sought regarding academic, behavioural and social performance.
- Information will be sought about each enrolled child from the primary school, and meetings will be organised with parents of children with special needs to discuss programs and resource requirements.

- A transition program will be organised with each primary school during Term 4, which allows each child (and their parents) the opportunity to attend our College and participate in activities. This will be the state wide Orientation Day, held in December. Alkira SC extends this experience by 2 days, where Grade 6 students will attend the College for a total of 3 days.
- All parents will receive detailed information packages about our College (including book lists).
- To meet Child Safety Standards, Alkira SC will liaise with feeder primary schools to ensure strategies are developed consistently, rigorously reviewed and adjusted to meet legislative needs. Pro-active discussions with transition co-ordinators will assist in our ability to:
 - Support and respect all children, as well as our staff and volunteers.
 - Actively working towards listening to and empowering children.
 - Creating collaborative systems to protect children from abuse; having mechanisms in place to ensure consistency in line with school, DET and DHS protocols.
 - Promoting cultural safety and safe learning environments for Aboriginal children, the disabled and children from culturally / linguistically diverse backgrounds.
 - Empowering and providing an inclusive environment for Aboriginal children, the disabled and children from culturally / linguistically diverse backgrounds.

Alkira SC is committed to pro-actively and systematically identifying and assessing risks to student safety across our entire school environment and reducing or eliminating (where possible) all potential sources of harm. This is integral within our transition processes.

Evaluation:

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

This policy was last ratified by School Council in **September 2016**