

# **PREP TRANSITION POLICY**

## **PURPOSE**

- To liaise closely with all kindergartens and day care centres in the district to provide a smooth and effective transfer for incoming prep students.
- To provide opportunities for the dissemination of information for parents.

## **GUIDELINES**

- Prep Transition activities and guidelines should reflect those found in DEECD's 'Transition: A Positive Start to School Resource Kit.'
- Prep teachers to attend meetings regularly throughout the year with other prep teachers and kindergarten teachers from the district to exchange information and set up communication.
- At the Term 4 Transition meeting, Transition forms are distributed from the Kindergarten to the Primary School.
- Prep teachers to visit the kindergartens and day care centres mid-year to leave information leaflets advertising Devon Meadows Primary School and informing them about prep pre-enrolment information session.
- Pre Prep Enrolment session/meeting to be held at school mid-year to inform prospective parents.
- Emails sent to enrolled children to inform them of the orientation program organised by the school.
- Three orientation classroom sessions are scheduled for late November and early December.
- Several voluntary orientation sessions will be held in terms 3 and 4 to familiarize children with aspects of school life such as Music, PMP and Art lessons
- Parent information meeting on the last set orientation day.
- The school gives each family an information booklet and a letter stating the starting dates and times for preps during the first month of school.
- The teaching hours for prep children is the same as the rest of the school  
ie 9.00 – 3.30
- Preps are not required at school on the first 5 Wednesdays. A parent/ child/ teacher conference and Literacy / Numeracy Interviews will be undertaken on these days. These will take approx. 30 minutes per child.
- A buddy system with older children will be established to help familiarise Preps with their new environment.
- A parent teacher conference is held during the first 4 weeks of the school year on a Wednesday for the sharing of information to assist with Transition.

## **EVALUATION**

The effectiveness of the program will be ascertained by a Prep Survey handed out at the end of term 1 and anecdotal comments from parents at the parent information session in early December.

This policy will be reviewed as part of the school's cyclic policy review process, November 2014.



COUNCIL APPROVED:  
DATE:

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