



Eltham East Primary School

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Nillumbik Schools' Network School Transition/Beginning School Protocol

Schools in the Nillumbik Schools' Network have established the following protocol to assist children's transition to school.

Under this protocol a school's transition coordinator will contact a pre school or child care centre if a child has been formally enrolled at their school. A copy of the parent's consent for the pre school or child care centre to share information about the child will be provided on request.

The school that a child is enrolled at will need information about the child from their pre school or child care centre to place them in a class group. **Only the information necessary to the child's supported transition to school will be requested.** Parents will be able to discuss the information with the school's transition coordinator and to provide additional information by contacting the principal or the transition coordinator through a call to the school's office.

The information will be sought by the school's prep transition coordinator from the pre school teacher or child care provider. It will be gathered by telephone call, an information survey or in a meeting between the school's transition coordinator and the pre school teacher or child care provider.

This information will be treated confidentially and will be available only to the school's prep team, the school principal and assistant principal. The information will assist the school to make informed decisions about the formation of prep classes.

The Nillumbik School's Network has developed this protocol in their endeavour to provide quality education for all children. We understand that beginning school is a very special occasion in each child's life. Each primary school in the network has a commitment to provide children with a supported and positive start to school. The importance of information sharing between parents and those who guide children's development is highly valued and we thank the pre schools and child care centres for the support they give to this initiative.