



**VIEWBANK PRIMARY SCHOOL**  
*Love of learning, learning for Life*  
**PREP TRANSITION**

**RATIONALE:**

- 1.1 To provide opportunities to support pre-school children and their parents before, during and after the move from the pre-school setting to the more formal primary school environment.
- 1.2 To facilitate a welcoming and informed program conducted by the school staff so that children enter their school life with ease and confidence.

**PURPOSE:**

- 2.1 To facilitate the transition from kindergarten/child-care to school.
- 2.2 To engage in activities that foster trust and familiarity between the incoming families and the school.
- 2.3 To gather relevant information from kindergartens, childcare centres, staff and parents about incoming children so that the best possible decisions can be made in regard to their grade placement.
- 2.4 To promote the values and strengths of the school to the wider community.

**GUIDELINES:**

- 3.1 Positive relationships will be established with local kindergartens and child-care organisations primarily through:
  - Contact with the Transition Coordinator,
  - Kinder children visiting our school,
  - Our students visiting the kinders,
  - Advertising material and
  - School information being placed in their centres.
- 3.2 Open communication and positive relationships with parents/carers will be encouraged through:
  - Information Evenings,
  - Reading Nights,
  - ‘Getting to Know You’ Interviews and
  - Other events including Family Movie nights at the beginning of the year.
- 3.3 Information sessions will be run to assist new families to become familiar with educational practices and school expectations relevant to Prep children.
- 3.4 The school website will be updated as needed to assist parents seeking information about the school.
- 3.5 Parents will be encouraged to become active members of the school by being invited to be Class Parent Representatives, Reading, PMP and School Council committees.
- 3.6 Viewbank Primary School will follow the transition guidelines and protocols as set out by the Banyule Kinder-Prep Network. (See attached appendices)

## **IMPLEMENTATION:**

<b>Term</b>	<b>Events</b>
<b>One</b>	<ul style="list-style-type: none"><li>• Prep Teachers contact Kinder teachers to discuss individual students (where necessary)</li><li>• At the beginning of the school year, parents will be invited to attend a morning tea hosted by the Parents and Friends Association to meet other parents.</li><li>• Survey new Prep families.</li><li>• Introduce new Preps to Big Buddies.</li><li>• Family Movie Night.</li><li>• Set dates for transition events throughout the year.</li><li>• Organise advertising for Education Week events and have ready to send to Kinders &amp; Childcare centres.</li><li>• An Information package including the enrolment form will be made available to prospective parents.</li><li>• Throughout the first weeks of Term 1 all children will have an assessment session. These will take place on Prep Rest Days to ascertain literacy and numeracy skills to inform curriculum planning.</li><li>• Transition Coordinator and teachers to attend Banyule Kinder-Prep Network when possible.</li></ul>
<b>Two</b>	<ul style="list-style-type: none"><li>• Term 2 event advertising put in place.</li><li>• May Information Night for parents.</li><li>• Education Week Open Day &amp; Open Saturday Morning.</li><li>• School profile in local newspaper.</li><li>• Local Feeder Kinders invited for separate transition sessions early in Term 3.</li><li>• Transition Coordinator and teachers to attend Banyule Kinder-Prep Network when possible.</li></ul>
<b>Three</b>	<ul style="list-style-type: none"><li>• Local Feeder Kinder visits.</li><li>• Three activity sessions held for pre-school children (enrolled or not) – Maths Land, Story Land and PMP Land (possibly also Arts Land?)</li><li>• Enrolled students are sent a Prep Profile to guide grade placements.</li><li>• Transition Coordinator and teachers to attend Banyule Kinder-Prep Network when possible.</li></ul>
<b>Four</b>	<ul style="list-style-type: none"><li>• Staff to review Prep Profiles to formulate grades for the upcoming year.</li><li>• Two Classroom Sessions.</li><li>• Viewbank Primary School students to visit Kinder visits.</li><li>• December Information Evening for enrolled families.</li><li>• Transition Coordinator and teachers to attend Banyule Kinder-Prep Network when possible.</li></ul>

**EVALUATION:**

- 5.1 A transition survey will be sent to all new families. Responses collated for consideration by all staff and School Council.
- 5.2 This policy will be reviewed as part of the school's review cycle.