



4.15

Preschool to School Transition Policy TWCCC and TWPS

Rationale

Successful transition from preschool to school is vital to each young child's social, emotional and intellectual development throughout their schooling and beyond.

In this way our policy endeavours to reduce anxiety for both families and children; recognising each child's strengths and abilities as a means of becoming engaged, imaginative, positive and successful learners in their own right and as a group member.

We recognise that each child's culture, development, socio economic and family backgrounds forms the basis of how they as individuals become successful learners in their own unique ways.

Principles

Transition is **intentionally planned** so that children can be supported and their **wellbeing enhanced** through early **engagement** in the school setting through both formal and informal experiences.

School and local prior-to-school- educators **work together** and with families to **support ongoing learning and development**.

Build on the EYLF using the Australian Curriculum to intentionally plan for, **and create active learning environments**.

Formal transition visits from preschool to school will occur in term 4 with children participating in three visits over three weeks on a day they would normally attend preschool.

Admission

If your child turns five before May 1st, they will start school on the first day of term 1 in that year. If your child turns five on or after May 1st, they will start school on the first day of term 1 the following year.

Families not attending the local preschool at the Two Wells Community Children's Centre are able to enrol their child at any time during their preschool year but preferably before the end of term 3 to ensure access to formal transition visits in term 4, prior to commencing the following school year.

Guidelines:

1. Preschool and school staff meet in **Term 1** of the school year to plan experiences/visits for preschool students at the school and for new receptions to visit the preschool. The school will also invite where practicable, preschool students to participate in significant events/celebrations such as Reconciliation Book, Book Week parade, Harmony Day etc. The Preschool will make this information available to families.



2. Early **Term 3** the Preschool Director and school Principal and/or Deputy Principal will meet to discuss enrolling students, including any additional needs during formal transition visits and beyond.
3. **Transition packs** are made available to the Preschool by the end of **Week 6 Term 3** for distribution to families. The Transition Pack contains important information about the school as well as an enrolment form which needs to be filled out and returned to the school at the **Preschool Induction Meeting** for families. A **Family Map** is also included for discussion during the **Week 5 Term 4 Formal Preschool Transition visit**. As per DECD policy, the following documentation needs to be sighted by the school when you return your child's enrolment form:
 - Proof of residence e.g. a bill with your address on it.
 - Proof of birthdate e.g. a birth certificate or the 'blue' book.
 - Custody Order (if applicable to your child)
 - Health Care Plan (if applicable to your child)
 - Both biological parents are required to give permission for their child to enrol at a DECD school. Please contact the school if you have any concerns about this
4. **Week 2 Term 4 Preschool Induction Meetings** held at the school for families of enrolling students. This is an opportunity to hear from the Principal, meet teaching staff and tour the school. Children are welcome to attend.
5. **Week 5 Term 4 Formal Preschool Transition visit 8.50am – 11.05am**
Preschool children arrive at their classroom (details in Transition Pack letter) at 8.50am and are collected at 11.05am. If your child is returning to the preschool after their visit, they will be collected by preschool staff. Children need to bring a small bag with a hat, a water bottle (no juice please), a piece of fruit to share and recess. Parents/caregivers are asked to stay until they have met with school staff and shared/discussed their Family Map. Children may buy from the canteen at recess.
6. **Week 6 Term 4 Formal Preschool Transition Visit 8.50am-12.30pm** (as above but extended timeframe)
7. **Week 7 Term 4 Formal Preschool Transition Visit 8.50am-2.00pm**
Children will also require a packed lunch on this visit as they are staying until 2pm. Children are able to order lunch from the school canteen. This can be done in the classroom upon arrival at school.

During the formal visits children will become more familiar with the following:

- School boundaries
- School and class routines
- Working in a classroom environment
- School values and classroom expectations
- Class teachers, specialist teachers and other school staff.

Reviewed May 2018 Review: 2020

Director's Signature: _____

Chairperson's Signature: _____

Sourced from the Transition to School Building on Practice to Include Contemporary Thinking 2017



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