



TEMPLETON

MELBOURNE, AUSTRALIA

Prep Transition Policy

Rationale

Pre-school students commencing Grade Prep are required to cope with a very different environment. It is the responsibility of Templeton Primary School to make this transition as enjoyable and trouble free as possible.

Aim

To provide a smooth and efficient transition from pre-school to primary school with provision for students who require additional support.

Implementation

- The Management Team will appoint a staff member/s to coordinate the Prep Transition Program
- The Enrolment Manager will communicate with each feeder Pre-school and inform them of the names of students who have enrolled at the school
- Information will be sought about each child from the pre-school, and meetings will be organised with parents of children with special needs to discuss programs and resource requirements
- A 6-session Transition Program will be organised which allows each child (and their parents) the opportunity to attend our school during the preceding year
- Visits will consist of familiarisation tours of the school, activities in classrooms and specialist lessons
- Prep teaching roles and classes for the following year will be finalised in time for the final pre-school visit, so that parents can be made aware of, and meet their child's teacher, so that children can have an experience with their 'new' teacher in the corresponding classroom.
- An information evening will occur in Term 4 so that parents can be informed about the school's programs and procedures and an opportunity will be provided for questions and discussions. The first school day of the following year will be covered in detail.
- All parents will receive detailed information packages about the school and all prep students will be mailed a welcome letter that will arrive at their home address over the Christmas vacation period.
- A morning tea for parents, hosted by the Principal, will be provided on the first day of school.

- Opportunities will be provided for parents to visit classes or communicate with the school regarding their child's progress at all times and any issues that arise will be attended to as soon as possible.
- Prep students will not attend school on each Wednesday during February.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle, or as dictated by changes in DE&T requirements or Acts of Parliament.

Last ratified by School Council in October 2021