



# Coomandook Area School

## Transition Guidelines and Procedures

Coomandook Area School runs Transition Programs at three levels: Kindergarten to Junior School; Junior School to Middle School; and from Middle School to Senior School.

### **Kindergarten to Junior School**

CAS has a 6 week Transition Program for students entering Reception the following term. The Kindergarten Director, Reception teacher and Junior School Manager should meet early in the term to discuss arrangements. A meeting is held with parents, the Principal (if necessary), Junior School Manager (if necessary) and the Reception teacher. It is recommended that this be held on Tuesday of Week 2 in Lesson 7. The Reception Teacher is to be released if necessary. Parents/teachers may arrange an alternative time that suits them and the others involved. The Reception Teacher is encouraged to make a visit to the Kindergarten on their own in Week 1 so that Transition Students and new Kindergarten Students can familiarise themselves with the teacher without Junior Students present. A range of 'Play Visits' are to take place on Tuesday mornings from 9.10 am to 9.45 am fortnightly. These visits are to take place at the Kindergarten, so the R/1 (or R) class will visit the Kindergarten students.

A meeting between the Reception Teacher and the Kindergarten Staff will take place on Thursday of the last week of the term to plan for the following term. The Reception Teacher will be released for this meeting.

### **6 Week Program for Terms 1, 2 and 3**

Tuesday	Week 4	Lesson 1 & 2 and recess	(9.00 am – 11.00 am)
Tuesday	Week 5	Lesson 1 & 2 and recess	(9.00 am – 11.00 am)
Tuesday	Week 6	Lesson 1 to 5 and Lunch	(9.00 am – 1.50 pm)
Tuesday	Week 7	Lesson 1 to 5 and Lunch	(9.00 am – 1.50 pm)
Wednesday	Week 8	1 full day	(9.00 am – 3.25 pm)
Wednesday	Week 9	1 full day	(9.00 am – 3.25 pm)

### **6 Week Program for Term 4**

Tuesday	Week 3	Lesson 1 & 2 and recess	(9.00 am – 11.00 am)
Tuesday	Week 4	Lesson 1 & 2 and recess	(9.00 am – 11.00 am)
Tuesday	Week 5	Lesson 1 to 5 and Lunch	(9.00 am – 1.50 pm)
Tuesday	Week 6	Lesson 1 to 5 and Lunch	(9.00 am – 1.50 pm)
Wednesday	Week 7	1 full day	(9.00 am – 3.25 pm)
Wednesday	Week 8	1 full day	(9.00 am – 3.25 pm)

### **Junior School to Middle School Transition**

- The Middle School Manager spends a lesson in the Year 5 room. This occurs about mid Term 4 at a convenient time. This gives the students an opportunity to ask any questions about Middle school and helps to alleviate any fears of entering the Middle School.
- At the end of Term 4, the Year 5 students spend a Day in the Middle School, experiencing lessons as a Middle School student. This is usually on the last day of Lessons for the year 6. This enables the students to experience moving around the school, working with various teachers and gives them an insight into the various Learning Areas and subjects offered. Where possible at this meeting they will meet with their prospective teachers for the following year.
- An Information Session for Parents of Year 5 students is held in Term 4.

## **Year 7 to 8 Transition**

Our feeder schools for students going into Secondary School are Coonalpyn Primary and Geranium Primary Schools. Geranium students who live west of Peake are able to come to CAS.

### **The aims of our Transition Program are:**

- To enable students to become familiar with the school
- To enable students to meet and spend some time with their future classmates
- To ensure students and parents are aware of the structure of Middle School and the expectations staff have of Middle School students

### **Time Line:**

- Late in Term 2 the Middle School Manager will contact the Principals of feeder schools to determine the number of students expected for Yr 8 the following year and to organise the dates of the morning visits.
- Enrolment Packs for Year 8 are sent to prospective students.
- About week 4 of Term 3, the Middle School Manager and two students from the current Year 8 class (who attended the school in Yr 7) visit each of the schools as required. At this meeting the Middle School Manager gives a Middle School Pack to each of the students to take home to their parents. Contained in this Pack is an invitation to attend the Transition Program. This visit is aimed at providing general information about Coomandook Area School and answering any questions the students may have.
- In Term 3, usually Week 6 to 8, two days are set aside for the prospective students to visit CAS. This date is flexible and is worked out in consultation with the feeder schools.
- On the first day of the Transition, parents from all schools and CAS are invited to an Information Session in the Library, followed by a barbecue tea. Students may stay after school to spend more social time with others. The P&F and the Governing Council provide most of the food, but parents are asked to bring a salad to share. This tea is usually held in the Home Economics Centre. During these two days, the students experience life as a Yr 8, cover as many Learning Areas as possible and meet prospective teachers for the following year. They travel to and from CAS on the bus where possible. (Bus drivers must be notified).
- In Term 4, one separate day is set aside for further Transition lessons and the students from the feeder schools join with CAS students.. This day is negotiable.
- The Middle School Manager develops a timetable for separate Year 6 and 7 lessons for these Transition Days.
- All Year 7 students are welcome to attend the end of Year Social.
- **Middle School to Senior School**

This Transition is very easy for our students as the Year 9 class is usually a single class, with different teachers for each subject.

A lesson is generally set aside for the Senior School Manager to talk through the issues and changes the students may experience.

The students and parents are invited to attend the Senior School Subject Information Meeting which is attended usually by representatives from TAFE and VET Course Providers. At this meeting the Senior School Manager may explain any changes students are likely to experience and parents may raise any questions or issues they have.

Review Date: 2012