

Transition to Secondary Policy

Rationale:

- Carranballac P-9 College is a Prep to Year 9 school operating within the context of the stages of schooling, Early Years - Prep to Year 4 and Middle Years - Years 5 to 9. Many of our Year 6 students remain at Carranballac P-9 College for their secondary education. Students from other primary schools join us at Year 7. Primary students moving to secondary school often perceive a different environment. It is our college's responsibility to make this transition as enjoyable and trouble free as possible.

Aims:

- To provide a smooth and efficient transition from a primary to secondary environment with support provided to those who require it.

Implementation:

- Transition from primary to secondary school should be a positive experience for both students and parents.
- Carranballac P-9 College will appoint a Year 7 Transition Co-ordinator. This coordinator will contact the Year 6 Transition Co-ordinator at each feeder primary school to support a smooth transition for new students.
- An information evening for prospective students and parents will be organised early Term 4 so that parents and students can be introduced to our environment and our community values.
- The Year 7 Transition coordinator will organise Carranballac P-9 College Orientation Day on the designated date determined at a local level.
- Parents are welcome to make personal appointments with the Middle Years Sub School Manager to discuss their child's potential enrolment at the college.
- Enrolments will be considered within the context of the Point Cook Precinct Enrolment Strategy, the enrolment ceiling determined by Western Metropolitan Region and statewide rules.
- Once enrolments have been considered, we will communicate with each feeder primary school to confirm the names of students who have enrolled at our college in accordance with district protocols.
- Within the timelines established at a local level, all parents will receive a welcome package containing information about the school and Carranballac P-9 College enrolment forms.
- Information will be sought from feeder schools regarding social and personal development, literacy and numeracy development and any particular strengths of each student. Where required, meetings will be organised with parents of students with special needs to discuss appropriate programs and resource requirements.
- A strategic approach will be taken to plan a transition program during Term 4, which provides each student and their parents, with the opportunity to be introduced into our school community and participate in activities such as the Statewide Orientation Day.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.

School Council last ratified this policy in February 2008	Review: January 2011	Policy No: 10	Date Produced: August 2004
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