NATHALIA PRIMARY SCHOOL
INTRASCHOOL TRANSITION
POLICY

Rationale:

- As students move through the school, they typically move from the infant team (P-2), to the middle school (3-4) to the upper school (5-6); daily transitions to and from classrooms and between subject areas. Students will experience each of these progressions much more seamlessly if they have an effective transition program to support them.

Aims:

- To provide a seamless and positive intra-school transition from one year level to the next and daily transitions for all students.

Implementation:

- All intra-school transitions will occur simultaneously on the state assigned orientation day.
- All teachers who will be teaching at our school the following year, but are not yet employed at our school, will be invited to participate in the program and meet their future students and teaching colleagues as part of the intra-school transition program, and as part of their own induction.
- The principal will negotiate with other schools the replacement teacher coverage for future teachers currently employed at different schools, with the new teacher’s current principal.
- Students with special needs will have the program modified or extended etc to meet their particular circumstances.
- All student assessment and class files will be maintained by the classroom teacher. Teachers are expected to provide receiving staff with file documents.
- The school will provide, revise and implement transition information from one year level to the next.
- Student progress, social and academic, will be provided to parents four times a year. Term 1 will provide social/emotional feedback based on settling into the new school year. Term 2 will provide a written report to parents/caregivers in the format of Government requirements. Term 3 will provide parents/caregivers with face to face Parent/Student/Teacher meeting. Term 4 will provide a written report to parents/caregivers in the format of Government requirements.
- All transitions for students between specialist classes, from class to yard time and from yard time to class will be supervised and supported by classroom and duty teachers to promote a positive and safe school culture.

Evaluation:

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