

## TRANSITION



### Help for non-English speakers

If you require assistance with understanding this policy, please do not hesitate to contact the College and someone will organise a multicultural aide or the relevant person to assist you.

## PURPOSE

This policy outlines the processes for transition at Mount Ridley P-12 College.

### Scope & Guiding Principles

Transition incorporates many processes, including promotion, enrolment procedures, orientation, admission and induction. The transition program at Mount Ridley P-12 College aims to alleviate difficulties for families and students and recognises that student needs vary according to social background, experiences and stages of development.

Transition at Mount Ridley P – 12 College occurs at different stages within a student's schooling:

- Kindergarten to Prep
- Year 4 to Year 5
- Year 6 to Year 7
- Year 9 to Year 10
- Year 10 to VCE

Transition from Kindergarten to Prep is a vital stage in children's education and overall development. It should enhance the child's independence and support successful participation in school life. The process is important for future emotional, social and intellectual growth and for building a strong sense of community at Mount Ridley P – 12 College.

Similarly, transition between Mini Schools at Mount Ridley P-12 College is important for future emotional, social and intellectual growth and ensures that all students feel comfortable and confident during their transition. Transition programs from Year 4 onwards should acknowledge that this time in a student's overall development is one where they are facing a more complex and diverse world and are experiencing rapid intellectual, physical and emotional development that characterises adolescence.

The Year 6 to Year 7 Transition Program must take into account the needs of students currently attending Mount Ridley P-12 College and also students transitioning to Mount Ridley P-12 College from other schools in the government, Catholic and independent sectors. This program is directed by timelines provided by the Department of Education (DE).

In the Senior Years (Years 10 – 12) at Mount Ridley College, the Transition Program addresses the needs of students as they embark on their selected pathway.

## POLICY

At Mount Ridley P-12 College, this policy will be implemented, as outlined below:

### Kindergarten to Prep:

1. During Terms 1 and/or 2 of each school year, College Information Packs/Flyers are provided to local kindergartens, with particular focus on the main feeder kindergartens.
2. In the week prior to Education Week, a Prospective Prep Information Evening is held for all parents enquiring about enrolment of their child at Mount Ridley P-12 College. This usually occurs in May.
3. Enrolment forms are available for parents from the commencement of Term 2.
4. Early Years School tours commence in March of each year and are held weekly or fortnightly as determined by the College Leadership Team. These tours continue throughout Term 3 and 4, with the final tour taking place in October.
5. During Terms 3 and 4, the Director of Student Management (Early Years) conducts kindergarten visits where appropriate. If visits are not able to be scheduled, phone calls are made to the kindergartens of all enrolling students.
6. An enrolment confirmation letter is mailed out to the families of all children enrolled in Prep for the following year in Term 3. This letter outlines the dates for the transition program. A Transition Program is sent to all confirmed Prep parents at the end of Term 3.
7. During Term 4, five transition sessions are run and all sessions are compulsory. These sessions allow current and future staff to make observations of students in order to place them appropriately in classes for the following year.
8. By the third transition session, most children should have been allocated to a class. This information is provided to parents at a later date.
9. In November, the College receives Transition Statements from the kindergartens and staff use information provided in these Statements to assist in the placement of students.
10. Information Packs are given out at the first transition session, which include a handbook and other support materials for parents.
11. Prep students meet their Year 4 Peer Leader early in Term 2.
12. Prep transition occurs in a staggered approach to ensure essential Prep Entry Assessments are completed. These assessments take place over an hour and are conducted where possible by the Prep student's classroom teacher.
13. Prep students also do not attend school for all Wednesdays in February.

### Year 4 – Year 5:

1. Students wishing to enrol into Year 5 at Mount Ridley P-12 College will need to enrol directly with the College.
2. Students identified as requiring additional transition support participate in a Transition Program from the commencement of Term 3. This transition program is organised by the Team Leaders and Directors of Student Management (DOSM).
3. All students in Year 4 currently attending Mount Ridley P-12 College participate in a minimum one full day transition program in Term 4 each year. This program is coordinated by the Curriculum and Engagement teams.
4. Whilst the full day transition program is operating, Year 3 teachers supervise the Year 3 students.

5. At the end of Term 4, a Year 4 celebration ceremony takes place.

#### Year 6 – Year 7:

1. The North West Victoria Region distributes the Placement Timeline and Procedures guidelines which all schools are required to follow. This includes proforma letters to parents, secondary school information and **Application for Enrolment** Year 7 (for the following year) to parents of all Year 6 children attending local government schools.
2. During Term 1 of each year, at least two promotional school tours are run for prospective parents and students.
3. Junior Years School tours commence in March of each year and are held weekly or fortnightly as determined by the College Leadership Team.
4. A Prospective Year 7 Information Evening is held early in Term 2 for all parents enquiring about enrolment of their child at Mount Ridley P-12 College.
5. Parents return **Application for Enrolment** forms to their current primary school.
6. Primary schools submit all initial placement requests from parents to the first preference secondary school using the **Placement** Request Summary- The College should receive this summary from all its feeder schools.
7. On a date predetermined by the North West Victoria Region, the College will notify any primary school/s the names of students for which places cannot be accommodated.
8. Mount Ridley P – 12 College is to notify primary schools, in writing, the names of all students who have been accepted into Year 7.
9. The College will notify parents of the results of placement applications for current Year 6 students.
10. The College communicates directly with parents of future Year 7 students as per the Placement Timeline.
11. As per the Placement Timeline, information packs will be sent out to Year 7 students who have been offered a place at the College. These packs include all relevant information, including enrolment forms and language preference sheets.
12. All Year 7 enrolment forms must be returned by the end of the first week of September.
13. After September, enrolments will be handled directly by the College, the relevant feeder primary schools and the original allocated school. It is the responsibility of the newly selected secondary school to notify the original allocated school in order that the school can adjust its records.
14. During Term 4, the Assistant Principal Student Management (Prep – Year 7), Assistant Principal of Curriculum Programs (Prep – Year 6) and the Director of Student Management (Junior Years) and Assistant Principal Student Enrolments and Pathways will organise to visit the main feeder primary schools. The aim of these visits is to make contact with Year 6 teachers, view prospective students at work and gather information about students through conversation and first-hand observation.
15. A Transition proforma (MS FORMS) seeking student information is emailed to feeder primary school once Year 7 Placement confirmation is received. This Form is to be completed by the relevant primary

schools before the end of Term 3. Visiting College staff will also gather further data about students who may require additional supports.

16. Orientation Day for Year 6 students usually occurs on the second Tuesday of December.

17. Further enrolment changes can be made up until the last day of Term 4 and over the Christmas holidays.

18. As part of the College Transition and Camping programs, an activities program is held for all new Year 7 students in the first month of Term 1.

#### Year 8, Year 9, Year 10, Year 11 and Year 12:

1. Students wishing to enrol into Years 8 to 12 at Mount Ridley P-12 College will need to enrol directly with the College.
2. Information evenings (subject supermarket) outlining the subjects, pathways, courses and processes will take place in mid/late Term 2.
3. Course Counselling for all students entering the Senior Years will occur in early Term 3.
4. At Course Counselling (or enrolment for new students at other times), it is highly recommended that parents attend. All available data (including external reports) must be brought or will be provided by the College. Students will select their courses/subjects for the following year. Availability of electives will depend on the time of the year a student enrolls, student demand and whether the student meets key competencies for the subject.
5. A minimum of 3 days during the last two weeks of Term 4 each year will be allocated for a 'Step – Up' program.
6. At the end of Term 4, a / celebration assembly takes place for Year 9 acknowledging their transition into the Senior Years Mini School and a graduation ceremony takes place for Year 12.

## COMMUNICATION

This policy will be communicated to our College community in the following ways:

- Available publicly on our College's website;
- Included in induction processes for relevant staff;
- Discussed at annual staff briefings/meetings;
- Discussed at student forums;
- Reminders in our school newsletter; and
- Made available from College administration upon request.

## RELATED POLICIES AND RESOURCES

The Department of Education provides various support documents for parents including:

- Moving to primary school (transitions)
- Transition resources for families
- Transition to school resource kit (Early Childhood to School)
- Supporting a positive start to secondary school
- DE Enrolment policy
- DE Student Engagement policy

## POLICY REVIEW AND APPROVAL

<b>Created date</b>	<b>May 2025</b>
<b>Consultation</b>	AP Student Enrolments & Pathways, DP Accountability, DP/AP Engagement & Wellbeing
<b>Endorsed by</b>	Principal – Carmelo Pagano / College Council
<b>Endorsed on</b>	June 2025
<b>Next review date</b>	2028