



# SACRED HEART TRANSITION FROM KINDERGARTEN TO SCHOOL POLICY

## SACRED HEART SCHOOL IS A CHILD SAFE SCHOOL

### Rationale:

New students commencing school are required to cope with a very different environment. It is our school's responsibility to make this transition as enjoyable and smooth as possible.

### Aim:

To provide a smooth and efficient transition from Kindergarten to Primary school with support provided to all students.

### Implementation

- The Prep teachers are appointed to coordinate our Prep Transition Program
- The Principal and Parish Priest will meet with each family before places are offered
- The incoming Prep teachers and/or the Principal will visit all incoming students (where possible) at their kindergarten before students commence school
- Information will be sought about each child from the kindergartens and meetings will be organised with parents or Guardians of children with specific needs to discuss programs and resource requirements
- A letter is sent home informing the parents of an Information Evening
- 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 questioning and discussion
- All parents or guardians will receive detailed information packages about the school prior to commencement. This information pack will generally include:
  - Term dates
  - Prep dates
  - Bell times
  - Guidelines for school readiness
  - A Parent Handbook
- A Transition Program will be organised with each kindergarten during Term 4 which allows each child (and their parents or guardians) the opportunity to visit Sacred Heart School
- The visit will consist of familiarisation with the school and its activities.
- Students (new and existing) will be informed of their class grouping for the following year during the last week of Term 4
- Prep students attend from 8.45am – 12.55pm for the first week
- Prep students attend everyday from 8.45am – 12.55pm in the second week
- Prep students attend everyday from 8.45am – 3.30pm except Wednesdays in the third, fourth and fifth week
- From week 6 onwards the Prep students attend everyday from 8.45am – 3.30pm
- A morning tea for parents will be provided on the first day of school
- Opportunities will be provided for parents or guardians 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

This policy was reviewed in 2018