

# HIGHVIEW COLLEGE TRANSITION POLICY



**Person Responsible – Director of Pastoral Care**

## **Rationale**

Highview College is committed to making the process of transition from Primary to Post-primary school as smooth as possible. By offering a number of opportunities for students to visit the College, build relationships with new staff and students and to feel the sense of community, students will become more independent and confident as they enter a new phase of their education.

## **Aims**

- To create opportunities for Grade Six students and their family to visit the school during open days
- To allow students the opportunity to experience life as a Highview College student during visits on Experience and Orientation Days held during their Grade Six year
- To allow students to explore the school, meet staff and to practise using a timetable in a safe and supportive environment during Orientation Days held at the start of Year 7
- To help students with organisational aspects of secondary school life
- To test numeracy and literacy levels in order to establish special needs for extension or intensive work.

## **Implementation**

- Each family intending to enrol a student will be required to attend an interview with the Principal, and that interview will establish special needs, interests and abilities of students. Parents will be asked to provide copies of school reports and assessments.
- Year 6 students are invited to attend an Experience Day during Term 2 and Orientation Days at the end of the year before commencement and at the start of the next School year, prior to commencement.
- The Junior Secondary School Pastoral Care Co-ordinator will collect information from Year 6 teachers throughout the year.
- Year 7 students, parents and families will be invited to a social BBQ and Information Evening early in Term 1, aimed at building relationships, offering information to help support children, provide details about different subject areas and to allow families the opportunity to meet the teachers working with their children.
- Interim Reports will be provided early in Term 2 offering an insight into how effectively students are settling into their new environment and coping with the challenges of secondary school.
- Staff will constantly share information about students through SEQTA to identify concerns.
- Home group teachers and the Pastoral Care Co-ordinators will work with the support staff to offer extra assistance for those students identified with special needs.

Updated by Marion Martin – 2016