

PREP TRANSITION

POLICY BRUNSWICK EAST PRIMARY SCHOOL

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This policy was ratified by School Council on the 27th of November, 2000

PREP TRANSITION POLICY - INTRODUCTION

The transition to the first year of primary school has been identified as one of five significant factors influencing a child's ability to achieve initial success at school.

In 1992 the Directorate of School Education recommended that schools develop transition programs for all children beginning school and that these programs should create links between children, families, preschool services and the school (MRSEAV, 1992).

Mindful of research findings and anecdotal evidence that has become available since 1992 from schools providing comprehensive transition programs in the Melbourne Metropolitan area, Brunswick East Primary School has formulated a Prep Transition Policy.

PREP TRANSITION POLICY GOALS

- To promote the speedy adjustment of newly enrolled Prep grade children and their families to Brunswick East Primary School
- To encourage Prep Grade childrens' independence and successful participation
- To support and empower families of children enrolled in Prep Grade at Brunswick East Primary School
- To promote collaboration between families, teachers and local preschool setting staff
- To encourage the active involvement of children, parents, family, school, preschool settings and community in the transition process

PREP TRANSITION - PROGRAM COMPONENTS

- Prep Information Evening
- Orientation School visits – Student program / Parent program
- School Tours / Guide system
- Buddy System
- School Hours for Preps during Transition
- Prep Entry Assessment
- Contact with Feeder Kindergartens / Childcare Centres
- Mentor Program for parents

PREP INFORMATION EVENING

Staff, in conjunction with the Principal and current School Council President will arrange an annual Information Evening for parents of prospective Prep children. This will usually be

toward the end of Term 2. This may include presentations from the Principal, current Prep Teachers, Specialists, Early Years Coordinator, and the President of the Brunswick East Primary School Council.

PREP ORIENTATION PROGRAM

Prospective and or/enrolled Prep students will be invited to attend a series of Orientation Days during 4th term each year. For xxxx these dates will be:

Date	Student Activity	Parent Activity
	Classroom Familiarisation	Receive Prep Information Booklet / Discuss
	Classroom Familiarisation	Introduction from S.C President & current Prep parents followed by Morning Tea
	Classroom Familiarisation	Welcome by current Prep Co-ordinator followed by Morning Tea
	Children introduced to their Buddy from Grade 5	Introduction from current Early Years Co-ordinator

Our new Preps will work in the Teaching Unit from 9.30 – 10.30 on each of these mornings. Whilst the children are involved in activities, parents will be involved in a Program, as outlined above.

SCHOOL TOURS / GUIDE SYSTEM

School Tours are available for parents of prospective Prep students, upon arrangement with the Principal. These tours are usually conducted by students from Grade 6 at an appropriate time.

BUDDY SYSTEM

As part of Prep Transition, students in Grade 5 will be matched with a prospective Prep student. This will take place after the first Prep Orientation session to improve the compatibility of those matched.

Grade 5 Buddies will introduce themselves, via a letter, and this will be given to the Prep students during their third Prep Orientation session.

Prep children will then be introduced to their buddy during the fourth Prep Orientation session.

Buddies will be responsible for assisting Prep children in their transition to school the following year. Roles they undertake may include:

- Showing Prep students where facilities are, such as the toilets, the sand pit etc.
- Directing them to line / class after recess
- Playing / organising games for Prep children during recess and lunch times
- Offering encouragement, support and assistance

SCHOOL HOURS FOR PREPS DURING TRANSITION

Dates will vary from year to year.

The first day of school for Prep children is xxxxxxxxxxxxxxxxxxxxxxxxx

Prep finishing time from 1st February to Friday 9th February is 1pm.

Prep finishing time from Monday 12th February to Friday 2nd March is 2.30pm.

Prep finishing time from Monday 5th March will be 3.30pm.

PREP ENTRY ASSESSMENT

Prep children in Government Schools undergo Prep Entry Assessment in the first few weeks of school. This assessment, in the areas of Numeracy and Literacy is of great value for teachers' planning of classroom programs.

As the assessment needs to be undertaken on a 1:1 basis, the early finishing times in the first few weeks will enable a time to be scheduled for each Prep child to undertake this assessment.

CONTACT WITH FEEDER KINDERGARTENS / CHILDCARE CENTRES

Prep Teachers will liaise, as appropriate, with staff from local feeder Kindergartens and/ or Childcare Centres to facilitate transition of pre-school students to school by:

- Keeping informed of staffing changes
- By encouraging visits by the Kindergarten / Childcare staff to the school, both prior to transition, and as a follow-up after transition
- Sharing information

MENTOR PROGRAM FOR PARENTS

Parents of prospective Prep students will be invited to meet on a regular basis with the School Community (including parents of current Prep children, School Council Members) for the purpose of mutual support and networking.

These events could include attending the School Barbecue, Children's Playgroup, and Monday morning assemblies, followed by Morning Tea.

Social Activities may also be organised as needed.

REFERENCES

Ministerial Review of School –Entry Age in Victoria (MRSEAV). (1992)
The Ministerial review of school-entry age in Victoria. Victoria: Department of School Education.