



# An Introduction to the 2017 Transition Review Process

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A RESOURCE FOR SCHOOLS (P-12)

PRODUCED FOR THE JOINING THE DOTS PROJECT 2017

THE PROJECT IS MANAGED BY THE INNER NORTHERN LOCAL LEARNING AND EMPLOYMENT NETWORK  
[WWW.INLLEN.ORG.AU](http://WWW.INLLEN.ORG.AU)

## INTRODUCTION

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### WHAT?

This Resource contains an overview of the Transition Review Process (TRP) that may be undertaken at your School. This Resource should be used as an introductory guide to prepare you/your School through the Process. A comprehensive Resource with more details about the actual Process will be provided at a later stage as you begin the journey. The TRP will be facilitated by the Joining the Dots Consultant.

**The Transition Review Process (TRP) was developed in 2014 by the Joining the Dots Yarra Project (2012-2017). To date some 21 schools across the Inner North of Melbourne have completed this self reflective process. All have valued the opportunity to gain a clearer understanding of their current process and where improvements can be made to improve student transition and engagement.**

### WHY?

Primary to Secondary School transition is a period of time in a young person's life that coincides with rapid physical, emotional, social and cognitive developments impacting on their connection to school and learning as a whole. It is widely accepted that a successful transition to secondary school is a key factor in determining whether young people remain engaged in education, complete secondary school and transition into positive career pathways.

With funding support from the City of Yarra (2012-2017), the Joining the Dots Project Yarra was initiated to identify, implement and evaluate transition models for young people, their families, the community sector and schools that ensure young people remain engaged in education. The Project defines 'transition' as a broad period of time beginning from the young person's preparation to transfer from primary school until their successful settlement at secondary school (approximately Year 5 – Year 9).

The Transition Review Process is one of the initiatives that has come out of the Joining the Dots Project Yarra to assist in building the capability of schools to review and update their transition program to ultimately improve the connection young people have towards learning and school during and beyond the transition period.

### WHO?

To maximise the effectiveness of this process, it is recommended to involve the following members of your School community:

- Principal, Assistant Principals
- Transition Coordinator
- Student Wellbeing Coordinator
- Relevant staff (Year 5 – Year 9)
- Parents
- Students
- Community partners
- Other relevant stakeholders

**HOW?**

The recommended steps involved in this Process comprise of the following:

**STEP 1: Conduct Audit of School Transition and Engagement Program**

**STEP 2: Complete Grid for Four Phases/Five Areas of Action in Transition**

**STEP 3: Complete Plan for Action on Transition and Engagement**

It is suggested that each of the above steps be undertaken in a **2 hour session** with the Joining the Dots Consultant. Additional time outside of these facilitated sessions may be necessary within the School team itself to complete the steps adequately (e.g. some schools may wish to organise separate sessions to gather more staff, student and parent feedback). It is acknowledged that the amount of resources and staffing at each School varies and therefore the Joining the Dots Consultant will negotiate the appropriate schedule with each school. As much as possible, dates for the sessions should be confirmed prior to the first meeting.

**SESSION SCHEDULE**

Please use the table below to record session dates, times and participants. Please note that as the Joining the Dots Consultant is a part time role, with availability on a Wednesday or a Friday, your flexibility is appreciated in scheduling sessions.

Once dates and times have been confirmed with the Joining the Dots Consultant, please utilise this page to note the scheduling of the sessions.

<b>SCHOOL NAME:</b>		
<b>SESSION</b>	<b>DATE &amp; TIME</b>	<b>PARTICIPANTS (e.g. Principal, Student Wellbeing Coordinator, Transition Coordinator etc...)</b>
<b>1. Audit of School Transition and Engagement Program</b>		
<b>2. Grid for Four Phases/Five Areas of Action in Transition</b>		
<b>3. Plan for Action on Transition and Engagement</b>		

## EXPECTED OUTCOMES

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### PLAN FOR ACTION

By the end of the three sessions in the Transition Review Process, it is expected that all Schools will have developed a Plan for Action for their Transition and Engagement Program. This Plan for Action (Strategic Plan) will include:

- Objectives, Strategies/Actions, Expected Outcomes, Who will be involved and Timelines

Schools can then use this Plan for Action as a basis for developing a revised Transition and Engagement Program and to consider appropriate evaluation mechanisms to put in place. As with any Strategic Plan, it will need to be reviewed and updated to reflect the learnings from implementation, staff/student/parent/community feedback, evaluation outcomes, and changing circumstances within the School and wider community.

### TRANSITION CLUSTER

It is anticipated that all schools that complete the Transition Review Process will join a Transition Cluster. The Cluster will meet once per term to work collaboratively on improving transition and engagement of their young people and families.

In Yarra, the thirteen TRP schools come together as a 'Shared Learning Community' (SLC). They meet independently for the purpose of creating opportunities for ongoing dialogue, process consistency, shared professional learning and collaborative partnerships.

In Darebin, the Reservoir High School Transition Cluster meet once per term with a similar purpose. This cluster consists of Reservoir High School and three main feeder primary schools.

In Moreland, the Pascoe Vale Girls' College Cluster will come together in late 2017.

All schools who have completed the Transition Review Process in Yarra, Moreland and Darebin as well as those interested to know more, will be invited to attend all Joining the Dots professional development opportunities.

If you have any questions about your school being a member of a Transition Cluster, please speak to the INLLEN Manager Transitions.

## PROJECT CONTACT

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Your project contact is employed by Inner Northern Local Learning and Employment Network (INLLEN).

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