**Transition Policy Template**

**Background to this Policy**

*A description of how the Transition Policy was developed.*

*A Transition Policy is best developed with input from representatives from all areas of the school community, including:*

* *school leaders and staff, as they have the primary responsibility to communicate, implement and monitor the policy*
* *school council, which has a key role in ensuring the policy reflects the shared expectations of the whole school community and that the policy is well communicated and monitored, and its effectiveness evaluated*
* *students, whose voice (e.g. through Student Representative Councils) can assist in building relationships, shared expectations and supporting policy implementation.*
* *parents and the broader community play a vital role in supporting successful transition outcomes for our children.*

*A process which involves meaningful contributions from across the school community reflects the shared responsibility for student transition and can be a powerful tool to build a shared commitment to the Transition Policy.*

**Rationale**

*Include a statement of the values and beliefs underpinning this Policy.*

* *We believe that…*
* *We acknowledge that…*

*What are the aims of the implementation of the Policy?*

*Through implementation of this policy we aim to…*

**Expectations**

*Include a statement of the roles and responsibilities of:*

* *The school*
* *Individual school personnel*
* *Parents/families*
* *Students*
* *Community groups and agencies*

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|  | **Preparation** | **Transfer** | **Induction** | **Consolidation** |
| **Administrative** |  |  |  |  |
| **Social and Personal** |  |  |  |  |
| **Curriculum** |  |  |  |  |
| **Pedagogy** |  |  |  |  |
| **Management of Learning** |  |  |  |  |

**Implementation:** *A list of key strategies in the Four Phases/Five Areas of Action in Transition Grid*

**Transition Program Timelines:** *Key activities and dates*

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| Additional Tasks | J | F | M | A | M | J | J | A | S | O | N | D |
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**Support for Individual Students and Parents/Families**

*Include a statement of the support in place for the identification and intervention of individual students and parents/families.*

**Support for Students who transition partway through the year**

*Outline the support and procedures in place for students who transition partway through the year, including key staff involved.*

**Communication of Policy**

*To ensure that a school community is familiar with and committed to the Transition Policy it can be promoted by:*

* *making it a prominent feature on the school website*
* *highlighting excerpts on posters to remind people of their shared commitment to transition*
* *giving copies to parents when they enrol their children.*
* *Inclusion in brochures*
* *Used as the basis for scripts for information sessions and school tours*

*Include a statement of how the Policy will be communicated to the community.*

**Review Process**

*A Transition Policy should be a living document that is reviewed and refreshed in response to progress and changing school context.*

*Include a statement of how and when the Policy will be reviewed.*