Rationale:
The move from primary to secondary school is a major milestone for children. It is a time of big changes in their development, education and life. Students commencing secondary school are required to cope with a very different environment. It is our responsibility to ensure that all Year 6 students receive the best possible start to their secondary college education and that transition is a seamless and enjoyable process for all students.

Aims:
- Iramoo Primary School and government secondary schools to work together to ease students through the transition period.
- To provide Year 6 students with a basic understanding of secondary school through participation in a variety of relevant transition activities.
- To enable Year 6 students to develop confidence both academically and socially with their new learning environment.
- To communicate with parents/guardians about all matters related to Year 6-7 transition.
- To secure secondary school placements for all Year 6 students at Iramoo Primary School.
- To maintain close communication with secondary schools regarding all matters related to Year 6-7 transition.

Implementation:
During Term 1:
- Transition Coordinator to:
  - Distribute information provided by governments secondary colleges on request, i.e. open days, information evenings, select entry testing days, etc.
  - Remind parents/guardians that they can contact the secondary school regarding information nights.
  - Distribute Year 6-7 Transition pack to parents/carers of year 6 students.
  - Address parent queries and requests for further information.
  - Attend initial network meeting outlining process for the year.
  - Liaise with local government secondary colleges to arrange:
    - Information visits out to Iramoo Primary School.
    - ‘A day in the Life of a Secondary College Student’ visits.

During Term 2:
- Follow-up and submit all Year 6-7 Transition Forms to secondary schools.

During Term 3:
- Transition Coordinator to attend network Transition meeting/s.
- Confirm placement of students with secondary schools.
• Liaise with secondary schools regarding new enrolments, transfers out and those wanting to change their preferences.
• Parents/carers are notified in writing of the secondary school their child has been accepted into.
• Parents/carers may lodge an appeal with the secondary school and/or Regional Director.
• Secondary schools communicate directly with parents/carers regarding enrolment procedures, orientation days, uniforms, booklists, costs, etc.
• Summary of Placement Confirmation Form is completed.
• Student Data Template details are completed using CASES 21.

During Term 4:
• Student Data Template is finalised and forwarded to the relevant secondary schools.
• Secondary schools arrange visits with Year 6 students, providing further information and giving students an opportunity to ask questions and clarify concerns.
• Secondary schools Transition Coordinators to meet with Year 6 teachers to discuss students’ needs.
• Students attend an orientation day at their secondary school (early December). Year 6 teachers to assist with Prep Orientation Day and visit Year 6 students at secondary schools in the afternoon.
• Year 6 teachers to complete scholarship applications for secondary schools.
• Secondary school principals are invited to the Grade 6 Farewell Evening.

Evaluation:
• This policy will be reviewed as part of the school’s three year review cycle.