Rationale:
The move from primary to secondary school is a major milestone for children. It's 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 Six students receive the best possible start to their secondary college education and that transition is a seamless and enjoyable process for all students.

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

Implementation:
During Term 1:
• Distribute information provided by secondary colleges on request, i.e. open days, information evenings, select entry testing days, etc.
• Distribute Year 6-7 Transition pack to parents/carers of Year Six students.
• Address parent queries and requests for further information.
• Liaise with local 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 colleges.
• Confirm placement of students with secondary colleges.
• Liaise with secondary colleges regarding new enrolments, transfers out and those wanting to change their preferences.

During Term 3:
• Parent/carers are notified in writing of the secondary college their child has been accepted into.
• Parents/carers may lodge an appeal with the secondary college and/or Regional Director.
• Secondary colleges 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 colleges.
• Secondary colleges arrange visits with Year 6 students, providing further information and giving students an opportunity to ask questions and clarify concerns.
• Secondary college transition coordinators to meet with Year 6 teachers to discuss students’ needs.
• Students attend an orientation day at their secondary college (early December).
  *Year 6 teachers assist with Prep orientation day and visit Year 6 students at secondary colleges in the afternoon.*
• Year 6 teachers complete scholarship applications for secondary colleges.
• Secondary college 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.