

Transition Policy

Date Reviewed	20 th November 2019
Date Implemented	11 th June 2014
Author	Trish Bulluss
Approved By	College Council / Policies sub-committee
Approval Authority (Signature & Date)	<i>Gail Hardman</i> 20/11/19
Responsible for Review	Assistant Principal – Wellbeing
Review Date	October 2022
References	

RATIONALE

- Seymour College offers a unique education experience from Foundation to Year 12. The College will strive to offer an enjoyable and trouble-free transition for Infant students into Primary School, Year 6 students into Secondary School and Year 10 students from neighbouring schools into Senior School Education.

AIMS

- In each case, Seymour College aims for a smooth and efficient transition with additional support provided to those who require it.

GUIDELINES FOR ACTION / IMPLEMENTATION

- Transition can be both a challenging and an exciting time for both students and parents.
- Assistant Principals and Campus Managers will coordinate each transition program. Seymour College staff will personally visit the appropriate transition teacher at each feeder school or kindergarten to discuss the transition program, and be timetabled to meet the students.
- Seymour College is an active participant on our Cluster transition networks.
- An information evening for prospective students and parents will be organised prior to enrolment week so that parents and students can experience the facilities and programs offered at Seymour College.
- Assistant Principal / Campus Manager will communicate with coordinators of other secondary and primary schools to arrange an Open Day.
- Parents wishing to make personal appointments with the Assistant Principal to discuss their child's potential enrolment at the school will be accommodated.
- Seymour College will communicate with each feeder school or kindergarten and parents to confirm with them the names of students who have enrolled at the school. Enrolment details will be organised and information will be sought regarding academic, behavioural and social performance.
- Information will be sought about each enrolled child from their previous school or kindergarten and meetings will be organised with parents of children with special needs to discuss programs and resource requirements.

- A transition program will be organised with each school from Term 2, which allows each child and their parents the opportunity to attend our Seymour College and participate in activities on at least 2 occasions.
- All parents will receive a detailed welcome and information package about the school, which will include the school stationery and book list.

EXPECTATIONS

- This policy will be reviewed as part of the College's review cycle.
1. This policy will be made available on the College's website.
 2. This policy was ratified by College Council on

20/11/2019

Child Safe Standards

"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."