



## TRANSITION POLICY - Primary to Secondary School

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### Rationale

Primary students commencing at secondary school are required to cope with a very different environment. At St. Francis we will endeavour to make this transition as enjoyable and trouble free as possible.

### Aim

- To provide a smooth and efficient transition from primary to secondary school with support provided to those students who need it.

### Implementation

- Our Secondary Transition Coordinator conducts the necessary paperwork for transition.
- Enrolments are personally done by the child's parent if attending a Catholic secondary school.
- For Government schools the co-ordinator informs the chosen school of enrolment details.
- The Secondary Transition Coordinator organises communication between class teachers and the secondary school.
- Information meetings are held in Terms 3 & 4 with Secondary schools for any child with specific needs. Parents attend this meeting.
- All Year 6 children are invited to attend their Secondary school for an orientation and/or testing day in Term 4.
- The Secondary Transition Coordinator / Principal liaise frequently with local Secondary schools keeping the school community well informed through the newsletter.
- The Leader of Learning Support works closely with students receiving funded support and families regarding transition to secondary school.

### POLICY REVIEW

Policy reviewed	February 2025
Approved by	Principal Mark Basile
Next scheduled review date	February 2028