Kimba Community Kindergarten Transition to School Policy
Reviewed June 2015

Preamble
Beginning school is an exciting milestone of a child’s development. It can also be daunting for both the child and parent. To support this significant change in a child’s life, it is necessary to have a Transition Program in place to prepare the child and parent for school life. A successful transition provides the teacher and parents with an indication of the support a child will need throughout this process.

Enrolment
South Australia has a same first day Policy for all children starting school— the beginning of Term One. Having the same first day of school ensures that every child is guaranteed four terms of Reception before they go on to the rest of their primary schooling. It also means a more stable environment for children with fewer changes to classes throughout the year.
Where a child turns five before May 1, they will start school on the first day of Term One of that year.
Where a child turns five on or after May 1 they will start school on the first day of Term One in the following year.
The minimum age for starting school will be four years and eight months.
Attendance at school is compulsory from the age of six.

Proof of Age
At the time of enrolment parents/guardians are required to provide proof of their child’s birth age. The following documents will be accepted by schools in this regard:
- Passport
- Birth certificate, or
- Official Centrelink documentation stating the child’s name and birth date.

Transition Programme
The transition to school program occurs throughout the year in which a child is enrolled at Kimba Community Kindergarten.
Each term there will be ongoing contact between the Kimba Area School and the preschool which will include as a minimum:

Term 1
Reception class to visit the preschool so reception and preschool children can meet each other.
Preschool children to visit the school library and take a school tour of primary block and playground, followed by a play.

Term 2
Preschool to visit the library prior to recess and then stay during recess time to play in the school grounds with reception children. (Preschool teachers to supervise preschool children)
School music students to visit the Preschool and perform / preschool to visit school music room for a performance or introduction to musical instruments. Children will also visit the reception classroom if visiting school.

Term 3
Preschool to visit the school library, take a complete school tour guided by a member of the school staff, then stay for recess playtime.
Preschool to attend an R – 5 Assembly, school performance, or other suitable school activities.
Other activities could include:
Preschool parents informed and invited to any parent workshops or information sessions provided by the school.
Preschool staff included in school T&D as appropriate
Reception teacher to observe teaching practices at the preschool.
Preschool teacher to observe teaching practices in the reception class.

A formal transition program will be held during term 4.
A suggested program is:

**Week 1** – Parent Information Session – for parents of children involved in the Transition Program.
Suggested topics to include – school tour, daily routines, yard expectations, eating time, behaviour expectations, stationery needs, signing in and out and to provide Parent Handbook and enrolment forms.

**Week 2 – lessons 4 and 5** – Reception Class and the children from the Preschool expected to begin school in the following year to join in an activity at the school, coordinated and provided by the Reception teacher with the support of the Pre-school director and ECW. Preschool staff will take children to and from school.

**Week 3 – lessons 6 & 7** - Reception Class and the children from the Preschool expected to begin school in the following year to join in an activity at the school, coordinated and provided by the Reception teacher with the support of the Pre-school director and ECW. Parents to pick up their children from school that day.

**Week 4 – lessons 1 – 3** - The new year’s Reception class to have a familiarisation session in classroom with the Reception teacher and the existing Reception class. Children will be taken direct to school by parents or bus. The preschool ECW will meet children arriving by bus to ensure they find their way to the reception classroom. Occasional Care transition to kindergarten will occur during this time.

**Week 5** - whole day – The new year's Reception class to have a familiarisation session in class with the Reception teacher. Children will be brought to school by parents or bus and collected from school by parents or leave on buses. Occasional Care transition to kindergarten will occur during this time.

Children will be involved in Christmas and concert activities for the rest of the term at kindergarten. Other visits between kindergarten and school may occur for special events or library visits.

**Kindergarten Director’s Role**
- Informs parents as to dates and times of transition visits.
- Attends a meeting with the Reception teacher and R- 5 Coordinator each term with a view to share learning programs, resources and other relevant information.
- Consults with Reception teacher regarding child’s capabilities, school readiness and debriefs pertaining to medical and disability issues.
- Delivers children to and collects children from school for visits unless otherwise stated.
- Passes on new students’ documentation to the school. This will include as a minimum
  - SPA (Sutherland Phonological Awareness) screen results
  - Concepts of Print Checklist
  - Early Years Learning Framework checklist
  - Numeracy Concepts checklist

**Reception Teacher’s Role**
Meets with new parents to go through Parent handbook and daily class routines/structures prior to child beginning school.
Provides enrolment and consent forms and KAS Parent Handbook.
If there is a need, meets with individual parents with the Preschool Director regarding concerns about their child's enrolment at school.
- Meets with Preschool director and other staff, each term, with a view to share learning programs, resources and other relevant information.
Coordinates the transition program with the Principal / delegate.
Principal or Delegate's Role

- Provide the Preschool staff with the school's T&D program and meeting schedule each term
- Ensure all stakeholders have a copy of this policy
- Coordinate and attend parent meetings.
- Coordinate transition program, meetings and the logistics (TRT release, room availability, resources) as required.
- Liaise with support services for ongoing support for individual students as required.

Parents' Role

- Keeps in contact with the preschool and reception teachers regarding the transition program
- Collects children from school as notified by the Preschool Director.
- Ensures that CYH checks are up to date
- Inform preschool / school of any medical issues / concerns
- Support and encourage child throughout this process – help them to see it as a positive adventure, one full of opportunities and possibilities.

National Quality Standards 1, 2.3, 4.1, 5, 6

Date Approved June 2015
Review Due June 2016