

# Transition Policy



<b>Responsibility</b>	Transition Leaders (Prep and Grade Six)
<b>Endorsed by Council</b>	No Consult
<b>Due for Review</b>	November 2025

<b>Focus</b>	To build a connected community that is supportive, friendly and focused on nurturing families by giving them the knowledge, skills and understandings necessary for a smooth transition between stages of learning.
<b>Definition</b>	<p>Transition at Berwick Fields Primary School is defined as the movement between learning stages and environments.</p> <p>These include :</p> <ul style="list-style-type: none"> <li>▪ Kinder to Prep</li> <li>▪ Level to Level e.g. Grade 1 to Grade 2, Grade 2 to Grade 3</li> <li>▪ Moving into the school, or leaving the school</li> <li>▪ Primary School to Secondary School</li> </ul>
<b>Guidelines</b>	<p>Transition across all year levels is designed to provide opportunities to :</p> <ul style="list-style-type: none"> <li>▪ collaborate with a range of key people to strengthen and support ongoing development</li> <li>▪ recognise transition as an important event and celebrate with students as they successfully achieve the next stage in their learning</li> <li>▪ ensure transition to and from Berwick Fields as well as moving through the school is a positive and exciting experience</li> <li>▪ create a safe and friendly environment where students can engage with their peers</li> <li>▪ include students and their families in the transition experience</li> <li>▪ develop confident and capable learners in their new learning environment</li> </ul>
<b>New Students</b>	Before a new student is enrolled at Berwick Fields, the family will be invited to come in to the school to take part in a tour led by our student leaders. After this tour, families will engage in an entry interview with a member of our school leadership team. This interview will enable families to connect in with the school, its programs and ask questions. It will enable the school to find out information that will support the student to have a successful start to their learning at Berwick Fields.

<b>Students</b>	<p>The transition process is designed to motivate students to commence each year ready to learn.</p> <p>It enables students to :</p> <ul style="list-style-type: none"> <li>▪ familiarise themselves with their new school community</li> <li>▪ recognise transition as an important event and celebrate with fellow students as they successfully achieve the next stage in their learning</li> <li>▪ develop into confident and resilient learners in their new learning environment</li> </ul>
<b>Teachers</b>	<p>The transition process is designed to support teachers so they commence each year feeling organised, prepared and ready to teach.</p> <p>It enables teachers to :</p> <ul style="list-style-type: none"> <li>▪ familiarise themselves with their new community of learners</li> <li>▪ develop and refine knowledge of curriculum in their new year level</li> <li>▪ share best practise, and support colleagues</li> <li>▪ feel capable and confident as a teacher or their year level</li> <li>▪ be respected for the work that teachers do and the differences they bring to the classroom</li> </ul>
<b>Families</b>	<p>The transition process is designed to engage families so they commence each year feeling informed, organised and ready to support their child's learning.</p> <p>It enables families to :</p> <ul style="list-style-type: none"> <li>▪ familiarise themselves with their children's new learning community</li> <li>▪ be regarded as essential contributors to their children's education</li> <li>▪ play a major role in the transition process</li> <li>▪ feel confident about the transition their family is making</li> </ul>
<b>Transition Programs</b>	<p>Families entering prep will be supported with a formal transition program across five weeks in Term Four of the preceding year. This will include opportunities for the student to experience learning in a school classroom environment, and information sessions for parents about the school experience.</p> <p>Students in year six will engage in a transition program as a part of their regular classroom learning. They will also be provided opportunities to connect in with local secondary schools and experience the differences of these learning environments. Year six teachers will communicate with secondary school staff and provide relevant information to them to help set students up for success at secondary school.</p>
<b>Communication between</b>	<p>When a student has been accepted at another Victorian government school (including year six students moving to secondary school), Berwick Fields will provide the student's information to that next school.</p>

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*Student information* means personal and health information about the student, including achievement information, foreseeable risk and wellbeing information. Parent consent is not required to transfer student information or records (including SSS/DCS files) to the student's next Victorian government school.

Transferring student information to the student's next Victorian government school is in the best interests of our students, because it assists that next school to provide optimal education and support to the student. This also enables the Department to fulfil important legal obligations.

The Department, which includes all Victorian government schools, central and regional offices, is a single legal entity. This means that all student records and files, including DCS/SSS files, are owned by the Department (on behalf of the State of Victoria), not individual schools, networks or school staff. This also means that transferring student information to the student's next Victorian government school is a 'use' of that information for the same primary purposes it was collected, consistent with Victorian privacy law.