



ALBANY RISE PRIMARY SCHOOL

Transition – Pre-school to Primary Policy

REVIEW DATE: 2026



Help for non-English speakers

If you need help to understand this policy, please contact the Albany Rise Primary School Administration.

PURPOSE:

To make the transition into Primary School as enjoyable and smooth as possible.

To ensure all aspects of the transition process are clearly communicated and understood by all parents, especially those new to the primary school setting.

To adhere to Department of Education timelines and protocols for Foundation enrolments.

GUIDELINES:

Our school will appoint an experienced staff member to coordinate our Foundation transition program.

Our administration staff will manage enrolment requests and process for accepting enrolments as per Department of Education *State-wide Foundation (Prep) Enrolment Timeline for placement in foundation the coming school year*. Available in resources: <https://www2.education.vic.gov.au/pal/enrolment/resources>

ARPS staff will communicate with each feeder pre-school and child care centre to ensure timelines and processes for enrolling and applying to enrol (in and out of school zone) are clearly outlined.

Foundation teachers will conduct 'Kinder visits' during Term 1 and 2 to communicate with early years (pre-primary) staff and distribute tour, open day and transition information.

Information will be sought about each child from the early years centres via the 'Transition Learning Development Statement', 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 early years centre at intervals during Term 1 and 2, which allows each child (and their parents) the opportunity to attend our school on at least 2 occasions.

During term 4, students whose enrolments have been accepted will be provided with the opportunity to attend our school on at least 4 occasions for formal transition sessions.

A communication portal will be created between home and school for enrolled students on Class Dojo from Term 3 of the year prior to commencing school.

The details and dates for the formal transition program will be confirmed and communicated in early the year prior to commencement of school.

Visits by prospective parents and students may consist of familiarisation tours of the school, activities in classrooms, specialist lessons and visits to the sick bay and Principal's office. Visiting artists or performances that are occurring during term 4 may be incorporated into the transition program.

It is anticipated that teaching roles and classes for the following year will be finalised in time for the final pre-school visit, so that parents can be made aware of, and meet their child's teacher, and so that children can have an experience with their 'new' teacher in the corresponding classroom.



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An information evening will occur in term 4 so that parents can be informed about the school's programs and procedures, and an opportunity will be provided for questioning and discussions. The first school day of the following year will be covered in detail.

All parents will receive detailed information packages about the school, and all enrolled foundation students will be mailed a welcome letter that will arrive at their home address in accordance with the Department of Education timeline in Term 3.

A morning tea for parents will be provided on the first day of school, with Principal/ Assistant Principal greeting new parents as an opportunity to meet school leadership and other new parents.

Opportunities will be provided for parents to visit classes or communicate with the school regarding their child's progress when required, and any issues that arise will be attended to as soon as possible. For more information about reporting, refer to the school Reporting Policy and Approaching the School policy.

Foundation students will not attend school on Wednesday's during February, with the date for 'full time' schooling being confirmed during the information evening in December of the preceding year.

A class parent representative will be sought and allocated to each class to help develop greater communication links between parents and the school.

Resources: <https://www2.education.vic.gov.au/pal/transition-early-childhood-school/policy>

<https://www2.education.vic.gov.au/pal/enrolment/resources>

Policy last reviewed	22 nd March 2023
Approved by	School Council: Principal:
Next schedule review date:	2026

ARPS POLICY