



TRANSITION TO SCHOOL POLICY

Starting school is a significant milestone in the life of any child and family. Our Service supports continuity of learning and transitions for each child by sharing relevant information, clarifying responsibilities and by developing strategies that support a positive transition to school (National Quality Standard 6.2). Furthermore, we are committed to engaging children, families, professionals, educators, and community members in the transition to school process to ensure the implementation of this policy is meaningful, supportive and reflective of best practice. Transition is viewed as a collaborative and dynamic process occurring over time, ensuring a sense of belonging in all environments (Transition to School: Position Statement, 2011).

**Ready families + ready early childhood services
+ ready communities + ready schools = ready children**
(Kagan & Rigby, 2003)

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities

RELATED POLICIES

Additional Needs Policy Anti-bias and Inclusion Policy Educational Program Policy	Privacy and Confidentiality Policy Respect for Children policy
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PURPOSE

Effective transition practices have as their base, a commitment to building secure, respectful and reciprocal relationships. One outcome of such relationships is that all participants regard themselves, and other participants, as valued members of the school community (Dockett & Perry, 2014).

Our Service aims to liaise with local schools to develop a smooth and comprehensive transition to school for all children. We will support children and families by strengthening the development and delivery of transition programs/practices and provide a shared understanding between our Service and local primary schools about what is important for children and their families during the transition to school process.

We believe it is vital to enhance children's social and emotional development to ensure a successful transition to school. By developing these skills and abilities and promoting their creativity and individuality, we promote children's ability to become confident and successful learners.

SCOPE

This policy applies to management, approved provider, nominated supervisor, students, volunteers, visitors and families of the Service.

IMPLEMENTATION

Children are challenged with several transitional changes during early childhood. This includes orienting children into early childhood care and education services, transitioning between routines and rooms, and then transitioning into primary school. Children respond in different ways to transitions - some with confidence and others with hesitation. Children's confidence will be enhanced when changes happen gradually and when time is prioritised to support these transitions with sensitivity, planning, and preparation.

This first experience children have of school has a great impact on their progress and future schooling (Margetts, 2007). Transition to school should therefore be prepared for in an understanding, calm,

organised, and knowledgeable manner. We acknowledge the critical role we as educators have in providing an educational environment that supports children's wellbeing, promotes equity and celebrates diversity. Our approach to transition to school planning and practices is developed in collaboration with all stakeholders and ensures children are active participants in their transition to school. This approach is inclusive of children and families at all levels of transition. For children attending school the following year, we offer high quality transition practices including additional activities and experiences to help prepare them for a smooth transition to a primary school environment. These positive practices refer to daily programmed activities and experiences that are implemented throughout the year, encouraging the developmental skills that are optimal for children to develop before commencing school.

TRANSITION TO SCHOOL PROGRAM/PRACTICES

As early childhood educators who are instrumental in influencing children's learning patterns for later life, it is our responsibility to set them on a course that will inspire investigation, exploration, problem solving, questioning, discovery, and the disposition to take on challenges.

To ensure the transition to school is a positive experience for children and families, we will implement a range of activities and experiences that may include, but is not limited to:

- visits by children to local primary school setting
- visits from Primary school teachers and/or Principals to our Service
- exchanging information about a child's individual strengths and needs
- networking with educators, primary school teachers and Principals
- developing children's talking and listening skills
- early literacy- rhyme, chants, songs
- social and emotional enhancement
- pre-writing development
- determination when faced with complications
- responding positively to new situations
- taking responsibility for their own behaviour
- taking responsibility for their own belongings
- developing their communication skills
- developing positive feelings about themselves and others
- experiencing a sense of self-satisfaction resulting from achievement

- experiencing eating from lunch boxes, as we educate children about different foods eaten at recess and lunch and how to open different packaged foods.

PREPARING CHILDREN AS THEY TRANSITION TO SCHOOL

There are many unique differences in the school environment which children should become familiar with as they prepare to transition to school. This includes:

- having one teacher for the majority of the day
- toileting without supervision
- wearing uniforms
- transport
- sitting at a desk
- responsibility for own belongings
- listening to instructions
- specific focused lessons
- a school bell or siren indicating set breaks
- negotiating a large playground
- homework
- the canteen or tuck shop
- before and after school care

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT WILL:

- establish strategies across our Service to ensure there is continuity of learning when children transition to school
- advocate for 'ready' by ensuring schools are ready for our children to transition into their environment
- discuss expectations with families for their child as they prepare to transition to school
- work in partnership with families to ensure children's transition to school is positive, informed, and enhances individual development
- be aware of critical cut off dates with various Education Departments to accommodate children with a disability or developmental delay into new educational settings and share this information with families
- support and advocate for enhanced transition programs for children with a disability or developmental delay with feeder primary schools

- be flexible and ensure transition programs are tailored to the specific needs of all children in our Service
- share information between our Service, schools and families to facilitate a successful transition. (This may include completing Transition to School Statements with parent/carer approval to share information).

EDUCATORS WILL:

- incorporate transition to school into the daily program by encouraging children to think and talk about school by exploring various elements of primary school (This may include uniforms, eating packed lunches, talking about school and how a school environment is different).
- talk with children about starting school, respecting any concerns and communicating these to families
- ensure children are active participants in their transition to school
- consider family priorities and any concerns about the transition process. Each family's cultural and linguistic needs will be respected, along with family diversity.
- develop a program/practices to ensure a smooth transition for children from the education and care environment to the school environment. The program requires both parent and educator support for the child. This cooperation will ensure the best possible environment for children's transition.
- contemplate the individual rest or sleep needs of children in the months leading up to the transition to school and whether a reduction in sleep time may prepare some children for the longer school day routine. Children will continue to have rest periods with quiet activities during the day. Beds will be available for any child who requires rest or sleep.
- discuss children's development, strengths, and competencies for transition to school with families
- support each family's decision about when to send children to school, acknowledging the Victorian school age cut off.
- be supported to access and attend professional development opportunities to ensure current knowledge and practice regarding transition to school
- facilitate relationships and networking with local schools to support children and families with the transition process and to open lines of communication. The importance of school preparation through school visits, orientation days and meeting the kindergarten teachers will be promoted.
- facilitate each child's development as a capable learner through open ended learning experiences
- effectively evaluate our Service's transition program
- be flexible and responsive to the needs of children and families

- take into account contextual aspects of community, and of individual families and children within that community.

(Adapted from *Continuity of Learning*-Dockett & Perry, 2014.)

TRANSITION STATEMENTS

Transition to School Statements are a tool used to improve information sharing and communication between Early Childcare Services and schools. The Transition to School Statement provides a snapshot of each child’s strengths, interests, learning interests and background. Transition to School Statements are mandatory as part of our Kindergarten Funding Agreement and all children transitioning to school will receive a statement.

WHEN A CHILD MAY NOT BE READY TO TRANSITION TO SCHOOL

We understand that all children are unique and achieve milestones in their own time. Parents and carers know their child’s strengths, interests and needs better than anyone and have expectations about what they think their child should be able to do. Parents may ask educators their opinion on specific skills such as pre-writing skills, numbers, social and emotional development to assist in making decisions about starting school. The decision for when their child starts school is an individual decision. We believe that early childhood educators have professional insight to assist families in making the decision about a child’s transition to school as they have developed trusting and supportive relationships over time. However, prior to speaking with families about their personal views, educators will discuss their thoughts with management about the child’s individual strengths and needs and any recommendation about beginning school will be communicated with families during a scheduled meeting. We encourage parents/carers to discuss the timing of their child’s school entry with other professionals who know their child well such as early intervention practitioners. Our staff will adhere to confidentiality at all times.

SPECIFICATIONS

VICTORIA (VIC)
<ul style="list-style-type: none"> • Children must turn 5 before 30 April to attend school that year • Children must be at school in the year that they turn 6 years old • Foundation (Prep) Enrolment Information Pack for Early Childhood Sector • Victoria State Government Education • Transition to school resource kit

- **Transition Statement-** Completing this statement is a kindergarten-funding requirement. The statement is prepared by early childhood educators and families and includes outcome descriptors describing children’s learning and development against the five outcomes of the VEYLDF. Parents have an option to share this statement with the child’s future school or ‘opt out’.
- [Online Transition Learning and Development Statement \(Online TLDS\)](#)

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Transition to School Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

SOURCE

- Australian Children’s Education & Care Quality Authority. (2014).
- Australian Children’s Education & Care Quality Authority. (n.d.). *Developmental milestones and the Early Years Learning Framework and the National Quality Standards*.
- Australian Children’s Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).
- ACEQCA. (2013). National Quality Standard Professional Learning Program Newsletter No.70 – *Transitions: Moving in, moving up and moving on*.
- Dockett, S., & Perry, B. (2014). *Continuity of learning: A resource to support effective transition to school and school age care*. Canberra, ACT: Australian Government Department of Education.
- Education and Care Services National Law Act 2010. (Amended 2023).
- [Education and Care Services National Regulations](#). (Amended 2023).
- Early Childhood Australia Code of Ethics. (2016).
- Early Childhood Intervention Australia. (2019). Transition to School Resource: <https://re-imagine.com.au/practitioner/transition-to-school/>
- Mielekamp, R. (2008). *Sharing our journey: School readiness*. Australia: Rachel Mielekamp.
- NSW Department of Education. (2021). [Transition to school. Literature review. Centre for Education Statistics and Evaluation](#).
- State of Victoria (Department of Education). 2022. [Transition. A Positive Start to School Resource Kit](#).
- The Royal Children’s Hospital Melbourne. (2008). Policy brief: Rethinking school readiness: https://www.rch.org.au/uploadedFiles/Main/Content/ccch/PB10_SchoolReadiness.pdf
- [Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Megan Hipkiss	Centre Support	October 2024
POLICY REVIEWED	JUNE 2024	NEXT REVIEW DATE	JUNE 2025
VERSION NUMBER	V10.06.24		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy review • state/territory requirements checked and amended as required 		

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
JUNE 2023	<ul style="list-style-type: none"> • annual policy review • Transition Statement section revised. State/Territory information updated to include Transition to School statement requirements • sources checked and updated. Publications no longer valid deleted. • continuous improvement/reflection section added • Western Australia regulation added to sources 	JUNE 2024
JUNE 2022	<ul style="list-style-type: none"> • policy maintenance - no major changes to policy • minor formatting edits within text • hyperlinks checked and repaired as required 	JUNE 2023
JUNE 2021	<ul style="list-style-type: none"> • Review or policy changed to align with transition to school organisation for ECE services and schools • small changes/additions in policy to reflect best current evidence (program/practices) • Sources and links checked for currency 	JUNE 2022
OCTOBER 2020	<ul style="list-style-type: none"> • Transition statement section amended for NSW, VIC • additional information regarding children who may not be ready to transition to school • State specific links checked and updated • sources checked for currency 	OCTOBER 2021
OCTOBER 2019	<ul style="list-style-type: none"> • Minor punctuation and wording editing. • Related policies added. • Review and update/correction of all sources and URLs throughout document. 	OCTOBER 2020
OCTOBER 2018	<ul style="list-style-type: none"> • References corrected, added &/or updated. • Sources/references alphabetised. • Current best practice added. 	OCTOBER 2019
OCTOBER 2017	Updated references to comply with the revised National Quality Standard	OCTOBER 2018
AUGUST 2017	Major changes made to policy, identifying varying aspects of transitioning children to school and discussing with families if a child is not ready to start formal schooling.	AUGUST 2018

Continued next page: Developmental Milestones

DEVELOPMENTAL MILESTONES

3-5 YEARS

Excerpt from Department of Education, Employment and Workplace Relations. (n.d.). [Developmental milestones and the Early Years Learning Framework and the National Quality Standards.](#)

CHILD'S NAME	AGE	DATE		
EDUCATOR'S NAME				
DEVELOPMENTAL AREA	OBSERVED	LINK TO EYLF & NQS	COMMENTS	
PHYSICAL	<ul style="list-style-type: none"> • dresses and undresses with little help • hops, jumps and runs with ease • climbs steps with alternating feet • gallops and skips by leading with one foot • transfers weight forward to throw ball • attempts to catch ball with hands • climbs playground equipment with increasing agility • holds crayon/pencil etc. between thumb and first two fingers • exhibits hand preference • imitates variety of shapes in drawing, e.g. circles • independently cuts paper with scissors • toilet themselves • feeds self with minimum spills • dresses/undresses with minimal assistance • walks and runs more smoothly • enjoys learning simple rhythm and movement routines • develops ability to toilet train at night 	<p>EYLF Outcome 3: Children have a strong sense of wellbeing - Children take increasing responsibility for their own health and physical wellbeing. e.g. "Promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community." (p.32)</p> <p>NQS: Areas 1, 2, 3, 5, 6</p>		

SOCIAL	<ul style="list-style-type: none"> enjoys playing with other children may have a particular friend shares, smiles and cooperates with peers jointly manipulates objects with one or two other peers develops independence and social skills they will use for learning and getting on with others at preschool and school 	<p>EYLF Outcome 1: Children have a strong sense of identity - Children learn to interact in relation to others with care, empathy and respect. E.g. "express a wide range of emotions, thoughts and views constructively." (p.24) NQS: Areas 1, 5, 6</p>	
EMOTIONAL	<ul style="list-style-type: none"> understands when someone is hurt and comforts them attains gender stability (sure she/he is a girl/boy) may show stronger preference for same-sex playmates may enforce gender-role norms with peers may show bouts of aggression with peers likes to give and receive affection from parents may praise themselves and be boastful 	<p>EYLF Outcome 2: Children are connected with and contribute to their world - Children respond to diversity with respect. E.g. "plan experiences and provide resources that broaden children's perspectives and encourage appreciation of diversity." (p.27) NQS: Areas 1, 2, 5, 6</p>	
COGNITIVE	<ul style="list-style-type: none"> understands opposites (e.g. big/little) and positional words (middle, end) uses objects and materials to build or construct things, e.g. block tower, puzzle, clay, sand and water builds tower eight to ten blocks answers simple questions counts five to ten things has a longer attention span talks to self during play - to help guide what he/she does follows simple instructions follows simple rules and enjoys helping may write some numbers and letters engages in dramatic play, taking on pretend character roles recalls events correctly counts by rote, having memorised numbers 	<p>EYLF Outcome 5: Children are effective communicators - Children express ideas and make meaning using a range of media. E.g. "use language and engage in play to imagine and create roles, scripts, and ideas." (p.42) NQS: Areas 1, 5</p>	



	<ul style="list-style-type: none">• touches objects to count - starting to understand relationship between numbers and objects• can recount a recent story• copies letters and may write some unprompted• can match and name some colours		
LANGUAGE	<ul style="list-style-type: none">• speaks in sentences and uses many different words• answers simple questions• asks many questions• tells stories• talks constantly• enjoys talking and may like to experiment with new words• uses adult forms of speech• takes part in conversations• enjoys jokes, rhymes and stories• will assert self with words	EYLF Outcome 5: Children are effective communicators - Children use information and communication technologies to access information, investigate ideas and represent their thinking. E.g. "Provide children with access to a range of technologies." (p.44) NQS: Areas 1, 5, 6, 7	
SEEK ADVICE IF	<ul style="list-style-type: none">• is not understood by others• has a speech fluency problem or stammering• is not playing with other children• is not able to have a conversation• is not able to go to the toilet or wash him/herself	NQS: Areas 1,5,6,7	