

Policy Title: Transitions Policy

Classification: Teaching and Learning

Monitored by: Senior Teachers

Approved by: GM Professional Services

Effective Date: August 2021

Review Date: August 2023

Objective: To ensure children experience effective transition processes.

Commitment: HCK is committed to ensuring children and their whānau are supported through transitions that occur, including the induction into kindergarten and the transition to school.

Related Documents

- Licensing Criteria for Early Childhood Education and Care Services (2008)
- Legal Access Policy
- 'Transition to School – Confirmation of Arrangements' form (attached)

Policy Details:

1. Each kindergarten team will develop their own transition procedures in consultation with parents/whānau. These procedures will include the process the team will use to:
 - Induct children and whanau into kindergarten
 - Transition children and whānau to school
 - Develop relationships with schools the children will attend.
2. Parents/whānau will be informed of the kindergarten induction and transition procedures and will be active contributors to this procedure.
3. The 'Transition to School – Confirmation of Arrangements' form will be completed for each child and confirmed by the parent/caregiver. A copy of this form will be kept with the child's Enrolment Form.
4. The individual needs of children will be taken into consideration and planned for during any transition, including those of Priority Learners.
5. Teaching teams will develop relationships with the new entrant's teacher/s of each school the children are likely to attend and share information from these schools with parents/whānau.
6. In the case where families have shared arrangements regarding their child/ren, the Head Teacher will be responsible for ensuring all parties concerned are involved in the transition process.

Review:

This policy will be reviewed biennially in consultation with staff.

Transition to School – Confirmation of Arrangements



Kindergarten Name:	
Child's Name:	
Date of 5 th birthday:	
School to be attended:	
Date starting school:	
Last day at kindergarten:	
Date of first school visit:	
Record date and time of all planned school visits:	
What are the arrangements for the last day at Kindergarten?	
Confirmed by Parent/Caregiver	
Name:	
Signature:	
Date:	

Notes:

- A completed copy of this signed form must be kept and filed at the back of the child's Enrolment Form. This is a Ministry of Education requirement.
- Use the code 'SV' on the Sign In sheet when the child is visiting school.
- Arrangements for school visits are to be organised by the family/whānau.