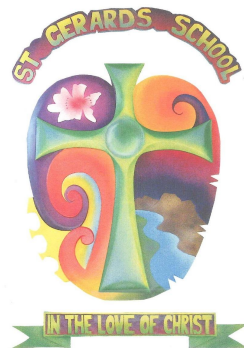


## St Gerard's School Transition to School Procedure



And the priest said to them, "Go in peace. The journey on which you go is under the eye of the Lord."

**Judges 18:6**

Compassion  
Commitment

Purpose of Procedure	Legislation reference	Guidelines to be followed	Delegations
<p>To ensure a systematic process is followed for the transition of students to school.</p> <p>To support families understanding with a clear process.</p> <p>To ensure families are well informed about the school prior to and after confirmation of enrolment.</p> <p>To begin the communication process with families so developing a</p>	<p>Education Act 1989</p>	<ol style="list-style-type: none"> <li>1) A list of pre -enrolments will be maintained in the office. New Entrant teacher and Principal will be informed by Office administrator of relevant dates related to all pre enrolments i.e transition start date ( 10 week to turning 5), Date of starting school.The office administrator will maintain this register with information shared by the Principal.</li> <li>2) Pre -enrolments will be added, as pre enrolments, to Assembly SMS, once confirmed.</li> <li>3) The new entrant teacher will invite the child and parent to begin transition ( Early Explorers) on a date 10 weeks prior to childs 5th birthday.</li> <li>4) The Principal will meet with the new family 3- 4 weeks prior to starting school. At this meeting the Principal will explain:                         <ul style="list-style-type: none"> <li>❖ Religious Education and Special Character requirements including Diocesan Attendance Dues</li> <li>❖ Restorative Practice process</li> <li>❖ National Standards milestones, reporting process and target groups</li> <li>❖ Attendance</li> <li>❖ Communication formats</li> <li>❖ Enviro school involvement &amp; implications</li> </ul> </li> </ol>	<p>Office Administrator</p> <p>Office administrator</p> <p>New Entrant teacher</p> <p>Principal</p>

<p>positive relationship between school and home.</p>		<p>❖ Play Based Learning  Hard copies of : RP process, the National Standards- year 1, play based learning process and philosophy will be given to the family</p> <p>5) An opportunity for the the parent to clarify/ask in relation to any aspect of the school is to be given by the Principal.</p> <p>6) The Principal will re-connect with the family regularly within the child's first term at school in a manner agreed between both parties.</p>	<p>Principal</p> <p>Principal</p>
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