RATIONAL:
The transition from year to year of primary school has been identified as a significant factor influencing a child’s ability to achieve success at school. Cranbourne West Primary School aims to provide a smooth, efficient and supported transition from each year level to the next throughout primary school.

AIMS
- To promote the speedy adjustment of newly enrolled children and their families to Cranbourne West Primary School.
- To encourage independence and successful participation in class and the wider school community.
- To promote collaboration between families and the school.
- To encourage the active involvement of children, parents, family, school and community in the transition process

IMPLEMENTATION GUIDELINES:
- An Information Booklet will provide further information about CWPS and starting school.
- Provision of guided tours to assist parents to make an informed choice about the school’s capacity to meet the needs of their child.
- Appointment of an Enrolment Officer to facilitate timely and supportive communication and contact with prospective parents and students.
- Appointment of a Parent and Community Liaison to facilitate ongoing communication and develop effective partnerships between families and Cranbourne West Primary School.
- It is anticipated that teaching roles and classes for the following year will be finalized by the end of term three. Students are provided with the opportunity to meet their teacher and familiarise themselves with their classroom by the end of the current year.
- ‘Step Up Day” will be held in December each year.
- Parents and children are made to feel welcome throughout their involvement with the school, by providing opportunities to visit and by encouraging them to come to special events at the school.

EVALUATION:
This policy will be reviewed as part of the school’s three-year review cycle