



# Transition Policy

## BACKGROUND

For children and their families, starting school is a significant milestone. Transitioning from one learning environment to another can be both challenging and exciting. It has been identified that a positive start to school contributes to greater and ongoing engagement with school, thereby disrupting cycles of social and economic disadvantage, and developing young people's resilience.

## POLICY STATEMENT

Holy Family Catholic School OSHC aims to ensure continuity of care for all children attending the Service. Our goal is to ensure a positive and smooth transition from home to OSHC, from OSHC to school and between school and OSHC settings.

## HOW THE POLICY WILL BE IMPLEMENTED

Routines and transitions provide children with a sense of security. Predictability provides children with a sense of security and can be used as a valuable learning opportunity for them to explore and experiment in a safe and secure environment. It is through routines and transitions that children are able to develop self-control, independence, and decision-making skills. Active learning is supported by predictable, consistent, or flexible daily routines that give children a sense of belonging and support active learning.

### Routines

To ensure we are providing predictable routines for children we will:

- Establish a routine for before school care, after school care and vacation care.
- Routine and transition work alongside children's needs.
- Actively engage children in routines and maximise learning opportunities.
- Provide children with a warning before a transition occurs.
- For warnings, use songs or sensory cues, such as for packing up, breakfast, afternoon tea.
- Use routines to support appropriate behaviour and independence for children.

The role of routines and transitions in learning is to support the learning process. Routines and transitions provide ample opportunities for social development including turn taking, empathy and respect for others.

### Transition from Before School Care to School

- Educators give children a pack up warning to get ready for school.
- Educators and children gather for a morning meeting including a role call.
- Educators sign the Year 2 to Year 6 student out on the Playground app. The educators will discuss any concerning issues to the teacher via email or informal discussion.
- Educators will walk over the Receptions, Year 1 students to the classroom. Educators will assist children with their belongings and transfer the children over to the teachers on yard duty.

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- Educators walking the children over will be in a Yellow/Orange vest, with an OSHC walkie talkie, OSHC mobile phone, first aid kit and the OSHC tablet/Playground app for children's emergency contacts.

#### **Transition to After School Care from School**

- Educators will send out a list to all staff in the school for the children attending the OSHC in the afternoon, including the educators.
- Qualified educators will pick up the Receptions and mid-year Receptions from their classroom.
- Year 1 children will be brought over by their teachers and sign in at the OSHC front room, by a OSHC Educator.
- Educators walking the children over will be in a Yellow/Orange vest, with a OSHC walk - talkie, OSHC mobile phone, first aid kit and the OSHC tablet/ playground app for children's emergency contacts
- Year 2 to year 6 children will walk over to the OSHC front room and will be signed in by a OSHC Educator.

#### **Transition to the playground:**

- Educators can take a small group of children to the playground within the school settings. The educators must uphold the ratios of 1:15.
- Educators must carry with the OSHC mobile phone, first aid kit and the OSHC tablet/ playground app for children's emergency contacts.
- Educators must wear the Yellow/orange vest and follow the supervision plans in place.
- Children are NOT allowed to walk to and from the playground on their own, they must be accompanied by an educator.
- Educators must uphold the Risk Assessment plan in place.

#### **Transition to the Design Lab:**

- Educators can take a small group of children to the Design Lab within the school settings. The educators must uphold the ratios of 1:15.
- Educators must carry with the OSHC mobile phone, first aid kit and the OSHC tablet/ playground app for children's emergency contacts.
- Must uphold the supervision plans in place.
- Educators must uphold the Risk Assessment plan in place.

#### **REFERENCES:**

- Quality Area 2 – Children's health and safety
- Quality Area 6 – Collaborative partnerships with families and communities
- Education and Care Services National Regulations (2011) R 74

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