

# EDUCATION AND CARE GUIDING PRINCIPLE

## Transition to School

### Purpose

Council's Education and Care Services support the smooth transition of preschool aged children to formal schooling and provide assistance to families of children commencing school in adjusting to the school environment.

We work in collaboration with families and schools to support the individual strengths and needs of each child and provide a high quality play based program to support children's transition to formal school.

### Definitions

<b>Families:</b>	Parents, guardians and/or caregivers
<b>FDC:</b>	Family Day Care
<b>OOSH:</b>	Out of School Hours Care
<b>SHC:</b>	School Holiday Care

### Guiding Principles

Educators will:

- encourage children to start thinking and talking about school by exploring various elements of the school experience;
- talk to children about starting school, respecting any concerns and communicating these to families;
- consider family priorities and any concerns about the transition process;
- respect each family's culture and linguistic needs along with family diversity;
- develop a play based program to ensure a smooth transition for children from the education and care environment to the school environment. The program requires families and educators' to support the child. This collaboration will ensure the best possible outcome for the child;
- regularly discuss children's development and readiness for school with families;
- complete Transition to School Statements in partnership with families for children commencing formal schooling in order to promote a smooth transition to school.

### Transition to School booklet

- Each year council's education and care services develop an electronic Transition to School booklet. The booklet contains details of the primary and high schools in the Cumberland local government area and Council's education and care services, along with literature on readiness for school.
- The booklet can also be found on Council's website [cumberland.nsw.gov.au/transition-school](http://cumberland.nsw.gov.au/transition-school).

- Educators and nominated supervisors are to communicate with local schools regularly to strengthen relationships and gain an understanding of what school expectations are (centre based only).
- Parent/teacher/educator meetings are organised to discuss child's development, obtain family feedback regarding the program and expectations for their child prior to starting school (centre based only).
- Centres hold transition to school sessions for families and will invite local schools to attend these sessions to provide information to families (centre based only).

### **Transition to School Statement**

The NSW Transition to School Statement is a practical tool designed to make it easier for information to be shared between families, early childhood services and schools. It summarises the child's strengths, identifies their interests and approaches to learning and suggests ways these can be supported. This statement is optional according to the Department of Education.

The Transition to School Statement is completed by council's education and care services by following the below steps:

1. Open the [Transition to School Statement](#).
2. Use the [Educators Guide to the Transition to School Statement NSW](#) to help you complete the statement for each child.
3. Get [written consent from parents or carers](#) of enrolled children before sharing information about them with schools.
4. Send the statement with a council cover letter to the child's new school. This can be sent via email, post or the child's family.

### **School Holiday Care**

As per the Department of Education, children who have not started school yet are able to attend school holiday care programs, however services must give priority to school aged children during December to January holidays. Care for children in this age group can also be provided through the FDC scheme.

Families with children starting school in the new year and who are currently attending one of council's long day care centres or FDC are to discuss their December/January care needs with the nominated supervisor/FDC educator.

The following care options are available:

- continued enrolment in the FDC service
- enrolment in FDC
- enrolment into an OOSH centre (SHC).

All applications for care are to be discussed with the service's nominated supervisor/FDC educator.

Applications for SHC will be considered on the following basis:

- child is enrolled in formal schooling the following year; and
- child has attended a centre based care service/FDC.

Children enrolled in services other than one of council's long day care centres, preschools or FDC are also able to apply to enrol in either an OOSH centre for SHC or FDC for the school holiday period prior to commencing school.

Nominated supervisors are to inform OOSH nominated supervisors of any child with identified behavioural issues who will be attending an OOSH service once they start school.

## Family Day Care

A child over preschool age means a child who:

- is enrolled or registered at school; and
- attends, or in the current calendar year will attend, kindergarten at school.

A preschool aged child who is due to attend school and has been enrolled to attend school must provide evidence of this to be included as a child over preschool age for ratio purposes. A copy of this enrolment must be provided to the FDC office.

### Related Legislation and Online Resources

- [Children \(Education and Care Services\) National Law \(NSW\)](#)
- [Education and Care Services National Regulations](#): Sections [75](#) & [76](#)
- Australian Children's Education and Care Quality Authority (ACECQA), [National Quality Standards](#): Quality Areas 1.2, 1.3.3 and 6.2.1
- [NSW Department of Education - Starting School](#)
- [NSW Department of Education - NSW Transition to School Statement](#)
- [Cumberland City Council - Transition to School booklet](#)

### Authorisation & Version Control

Guiding Principle owner	<i>Manager Children, Youth and Families</i>
Authorised by	<i>Education and Care Management Team</i>
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