

Table 1B: Example of a possible grid covering each area of action for transition and each phase of transition

Area \ Phase	Preparation	Transfer	Induction	Consolidation
Administrative	<ul style="list-style-type: none"> Executive of schools meet Creation of transition team and transition team meetings Year 7 student adviser meets with primary school teachers Principal and student adviser speak at feeder primary schools' student meetings and P&C meetings 	<ul style="list-style-type: none"> Transition team meetings Speak at primary schools' parent information evenings Confirm student data proforma Exchange of student data through meetings and proforma Special needs students meet the Year 7 student adviser and Head Teacher (Welfare) for interviews and orientation 	<ul style="list-style-type: none"> Transition team meetings Joint primary–secondary teacher meetings to discuss student progress and issues 	<ul style="list-style-type: none"> Transition team meetings Joint primary–secondary meetings to discuss student progress and issues Evaluate Year 7 handbook Evaluate student/parent information on the school web site Evaluate school prospectus
Social and personal	<ul style="list-style-type: none"> Year 5/6 students/parents attend secondary school musical production and art display Year 5/6 students/parents attend secondary school open day during Education Week Year 7 students visit their 'old' primary school Year 7 performances at primary schools 	<ul style="list-style-type: none"> Year 5/6 student/parent open day with family picnic lunch Year 6 orientation tour (Year 6 in new Year 7 class groups) Year 7 students visit their 'old' primary school Newsletters with articles on previous Year 6 students 	<ul style="list-style-type: none"> Year 7 welcome assembly Year 7 orientation program Year 7/10 peer support program Year 7 buddies program Year 7 health and fitness day Year 7 camp Social support for struggling students 	<ul style="list-style-type: none"> Year 7/8 students visit their old primary school Year 8 pen-pal activities with Year 5/6 students Year 8 students write articles for primary schools' newsletters Peer tutoring for Year 7/8 students Year 8 camp Social support for struggling students
Curriculum	<ul style="list-style-type: none"> Gifted and talented program Collaborative Internet project Joint musical production and art display Students use secondary school specialist facilities Joint primary–secondary school development day on pedagogy and curriculum Establish team to develop a curriculum framework statement for technology 5–8 	<ul style="list-style-type: none"> Gifted and talented program Collaborative Internet project Joint musical production and art display Students use secondary school specialist facilities Commence bridging modules of work with students K–12 or 5–8 curriculum meetings Technology 5–8 curriculum framework completed 	<ul style="list-style-type: none"> Gifted and talented program Collaborative Internet project Joint musical production and art display Complete bridging modules of work with students K–12 or 5–8 curriculum meetings Technology 5–8 curriculum framework implemented 	<ul style="list-style-type: none"> Gifted and talented program Collaborative Internet project Joint musical production and art display K–12 or 5–8 curriculum meetings Technology 5–8 curriculum framework implemented

Area \ Phase	Preparation	Transfer	Induction	Consolidation
Pedagogy	<ul style="list-style-type: none"> • Joint primary–secondary school development day on pedagogy and curriculum • Teacher observations • Teaching exchanges 	<ul style="list-style-type: none"> • K–12 or 5–8 pedagogy meetings – Quality Teaching • Teacher observations • Teacher exchanges • Cooperative teaching 	<ul style="list-style-type: none"> • K–12 or 5–8 pedagogy meetings – Quality Teaching • Teacher observations • Teacher exchanges • Cooperative teaching 	<ul style="list-style-type: none"> • K–12 or 5–8 pedagogy meetings – Quality Teaching • Teacher observations • Teacher exchanges • Cooperative teaching
Management of learning	<ul style="list-style-type: none"> • Classroom lessons and directed activities in development of study skills, problem-solving, time management, decision making, thinking skills, social skills 	<ul style="list-style-type: none"> • Year 6 ‘focus on learning’ mornings, with lessons and directed activities each semester in the development of study skills, thinking skills, learning how to learn • Student choice within classroom units of work, with negotiated choice of learning tasks, method of presentation for assessment 	<ul style="list-style-type: none"> • Year 7 ‘focus on learning’ days, with lessons and directed activities each semester in the development of study skills, thinking skills, learning how to learn • Student choice within classroom units of work, with negotiated choice of learning tasks, method of presentation for assessment • Teacher meetings and student interviews to address academic expectations, issues and progress • Assign teacher mentors • Academic support for struggling students • Year 7 parent evening about ‘Helping your child learn’ 	<ul style="list-style-type: none"> • Year 8 ‘focus on learning’ days, with lessons and directed activities each semester in the development of study skills, thinking skills, learning how to learn • Student choice within classroom units of work, with negotiated choice of learning tasks, method of presentation for assessment • Academic support for struggling students • Year 8 parent evening about ‘Helping your child learn’