

**TRANSITION TO SCHOOL
PLANNING AND IMPLEMENTATION MATRIX
KEY ASPECTS AND PRACTICAL STRATEGIES**

SAMPLE ACTION PLAN FOR *TRANSITION TO SCHOOL* PROGRAM for.....

TRANSITION COORDINATOR -

OUTCOME	ACTION/STRATEGY	EVALUATION STRATEGY	WHO	WHEN	RESOURCES
Community understanding of the importance of a successful <i>Transition to School</i>	Kindergarten teachers plan Transition to School in collaboration with parents	Feedback from parents Attendance data	All Kinder Teachers	Term 4	<i>Time to Start School</i>
Two-way communication between prior-to-school, school educators and parents	Parents accompany their children to the <i>Transition to School</i> program at the school and attend short parent workshops		Kinder Team		School information pack
Transition is a seamless progression from prior-to-school to school	Children participate in transition activities at school	Children more settled and happy at beginning of year	P&C reps		<i>I'm Starting School</i>
	Children's services teachers invited to attend the transition program	Improved communication between personnel in different settings and sharing of information	All Kinder Teachers		
	Kindergarten Teachers meet and talk with the new parents				
	Parent representatives assist in the transition activities.	Parents' attendance			
Information shared	Welcome letter sent to each child from Kindergarten teacher prepared and sent prior to start of school	Children's response to settling in to school in a written or verbal form			
	First 2 days used as interview days for individual kindergarten children and parents (bring portfolios or documentation from the children's service attended by the new Kindergarten child)	Parent surveys		Term 1	
	Teachers of children's services meet with Kindergarten teachers to discuss the children entering their first year of school (with parental permission).	Talk to children			

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GOAL/OUTCOME	ACTION/STRATEGY	EVALUATION STRATEGY	WHO	WHEN	RESOURCES