

[Insert name of recipient and address here (optional)]

Dear Parent / Guardian,

Information on the Transition Learning and Development Statement

To help support your child's successful transition to school, our service is preparing a Transition Learning and Development Statement (Transition Statement) for your child.

The Transition Statement has been designed to enable useful information about a child's learning and wellbeing to be shared between families, early childhood services, schools and – if you are planning to send your child to an Outside School Hours Care (OSHC) service – OSHC services too.

This Transition Statement will summarise your child's interests, skills and abilities, including specific ideas and strategies that support your child to learn best, so that your child's future school can help them settle in successfully.

The Transition Statement has a number of sections. Some sections are written by your child's early childhood educator, and some sections are for you and your child to complete. The completed Transition Statement will be forwarded to schools in November.

To assist us, we would like you to complete *Section 3: The Family* [and/or help your child complete *Section 2: The Child*] by [insert date here].

Your contribution to your child's Transition Statement is highly valued. It is important for you and your child to contribute as it will give your child's prep teacher and OSHC educator (if applicable) a more complete view of your child. This will enable your child's future educators to better plan for their continued learning and wellbeing.

If you have not yet enrolled your child in school for 2022, I encourage you to look into the options available and to do so as soon as possible. Enrolment confirmation will allow the school to further plan for the individual needs of your child. The Department of Education and Training provides a lot of useful information about starting school here <https://www.education.vic.gov.au/parents/going-to-school/Pages/choose-enrol-school.aspx>.

[please select relevant text based on whether you are providing this information electronically or by hard copy]

[Option 1 – direct parents to website – delete whichever option not used]

An *Information sheet for families* and *Guidelines to help families complete the Transition Learning and Development Statement*, as well as further information regarding the *Transition: A Positive Start to School* initiative can be found online at www.education.vic.gov.au/transitiontoschool.

[Option 2 – attach information to letter – delete whichever option not used]

Please see the attached *Information sheet for families* and *Guidelines to help families complete the Transition Learning and Development Statement*, for further information on the Transition Statement and how you can contribute to it.

Your child's early childhood educator will compile the other sections of the Transition Statement and provide you with a full copy.

The family and child sections of the Transition Statement are not compulsory, but they are very valuable. If these sections are not completed, other sections of the Transition Statement will still be shared with your child's school and the OSHC service (if applicable).

If you do not want relevant information about your child shared with your child's school via the Transition Statement, please discuss this with your child's early childhood educator by [insert date here]. Research indicates sharing this information supports a successful transition to school.

If you would like to discuss any aspect of your child's transition to school, please talk to [insert name of early childhood educator].

Yours sincerely

[Name of early childhood educator]
[Day] [Month] [Year]