Resources from Newport Lakes
Primary School
Yr.6/7 Expo Details (emails etc to organize session)

Step 1
Expression of interest sent to all secondary & primary schools in local area.

From: Moss, David I
Sent: Wednesday, 11 March 2015 4:45 PM
To:
Subject: Refer to Yr. 7 Transition Co-ordinator

Dear principal / Yr. 7 transition co-ordinator,

To assist the Yr.5/6 students from the Newport-Spotswood-Altona Nth area in the selection of their future secondary school, we are proposing to conduct an information session representing our local state secondary schools.

I was thinking about arranging a mini ‘Yr. 7 expo’ for our yr. 5/6 students of Newport Lakes, Newport Gardens, Spotswood and Altona Nth primary schools. Parents would also be invited to come along and have a look at the presentations and hopefully seek further information about the schools.

The proposal is to invite the following the local state secondary schools (Bayside – Williamstown, Bayside – Altona Nth, Williamstown High, Footscray City & Gilmore Girls,) to come along to our Expo and give a 5-10 min presentation on their school ~ preferably student led ~ and then have a table set up where the Yr. 5/6 kids could go and ask questions, get pamphlets etc.

Proposed date is Thu April 23. Time 11.30am -1.00pm Venue: Newport Lakes PS , Multi Purpose Room

Could you please have a think about whether you would like to have your school represented and then get back to me with your thoughts, interests, etc. I will need to get onto this promptly so if you get back to me ASAP it would be appreciated.

David Moss

Step 2
Details of the expo sent to all secondary schools upon confirmation of participation

Hi,

Thank you for participating in the upcoming Yr. 7 expo. There will be approximately 260-270 Yr.5/6 students from 4 local primary schools (Newport Lakes PS, Newport Gardens PS, Altona Nth PS and...
Spotswood PS. ) attending the session. Some parents may also like to attend but the target audience of the expo will be the children.

Details of the day:

Date: Thursday 23rd April 2015
Venue: Newport Lakes Primary School. Multi Purpose Room

Secondary Schools Presenting: Bayside Secondary College (Williamstown & Altona Nth), Footscray City College, Gilmore Girls, Williamstown HS.

- Presentations should be 5-7 min in duration with 2-3 min question time (10 min maximum)
- Presentations should be 'student led'. Teachers may assist in developing and presenting but main presentations will have greater impact if they are predominantly given by students.
- Presenting students can be from any year level, i.e. Yr.7 to Yr.12 May include school captains or a variety of students from different year levels.
- The presentations should be directed to the students and cover areas of interest for a Yr.5/6 student. Examples of topics of interest include homework, uniforms, canteens, camps, subjects offered, extra curricula activities eg. (music, clubs), inter school sport.
- Activities, programs that make your school unique.
- Lectern, Projector, etc. available if required for presentation.
- Display table and space available for each secondary college.

The aim of the Yr.7 expo is to promote all of our excellent state secondary schools in the local area. It is an opportunity to display the benefits of each school to assist them in selecting an excellent state school as their new secondary school.

Proposed Program

11.00-11.15 Secondary school groups arrive at NLPS & set up display table for their school
11.15-11.30 Primary school groups arrive at NLPS

11.30. Welcome & introduction
11.40. Each Secondary schools presents to the Yr.5/6 students
(5 schools × 10 min max)
12.30. Yr 5/6 students visit the secondary school displays/tables to ask questions, gain further information about the school
12.50-1.00. Visiting primary schools depart
1.00. Secondary schools pack up & depart

I hope this session will be of value to both the primary students and our local state secondary schools.

If you any further questions etc. please do not hesitate to give me a ring / email.

Regards

david
Step 3 Details of Expo for all participating schools  
(some schools placed in school newsletter)

Hobsons Bay State Schools Yr. 7 Expo

Student and teacher representatives from our local state secondary schools will give a short presentation about their school and the ‘transition journey’ from primary to secondary school to the Yr. 5/6 children.

Details of the day:

Date:  Thursday 23rd April 2015

Time:  11.30am – 1.00pm

Venue: Newport Lakes Primary School. Multi Purpose Room
Elizabeth St. Newport

Secondary School Attending:

Bayside Secondary College (Altona Nth & Williamstown Campus)
Footscray City College
Gilmore Girls College
Williamstown High School

Each secondary college will also have an information table and be available to share further information about their school and answer questions after the presentations.

Parents are most welcome to attend but are reminded that the target audience of the Yr. 7 Expo will be the children.

Step 4 Evaluation / Feedback of Program

From: Moss, David I
Sent: Wednesday, 29 April 2015 10:20 AM
To: Symons, Nolene N; Evans, Robert A; Stubley, Tamara D; Lagerwey, Melinda K
(lagerwey.melinda.k@edumail.vic.gov.au); Prange, Bette Y; Bawden, Maria M; Gregson, Robyn A;
Lagerwey, Melinda K (lagerwey.melinda.k@edumail.vic.gov.au); Green, Jacqueline A; McGlade, Simon
P; Uzunovski, Michael M
Subject: refer to yr.6-7 transition co-ord

Dear Transition co-ordinator
Thank you for your attendance at the Yr.7 Expo conducted on Thursday 23rd April at Newport lakes Primary school.
The purpose of the expo was to highlight the excellent state secondary schools available to the Yr.5/6 students in Newport, Altona Nth, Spotswood and surrounding areas.

I believe the Expo gave our students an excellent ‘snapshot’ of the 4 secondary colleges represented at the Expo and will hopefully encourage them to consider one of these schools and have their parents visit and tour the schools.
Depending upon feedback and response, it is a program we would like to continue to conduct next year and beyond.

Could you complete the following questions to assist in any possible future Yr. 7 ‘Expos’

Are you from :  Primary  Secondary

Was the Expo of use for your school / children?

Would you be interested in participating again in 2016?

This year it was conducted in Term 2 / Week 2 (Thur April 24). Was this a suitable time or would suggest a preferred alternative time?

Have you any suggestions / recommendations / Feedback for improvements to the Yr. 7 Expo?

It would be appreciated if this could be completed before next Monday 4th May. Thank You for your assistance with this matter.

David Moss
Principal
Newport Lakes Primary School
Ph: 9391 8942
NAME OF STUDENT: ___________________________  GENDER: M / F
CURRENT SCHOOL: ____________________________
Contact Teacher's Name/Phone no: ____________________________
Intended Secondary School: ____________________________

- Please return to the secondary school by 30th October 2015
- Is it necessary to contact me for further information? YES / NO  Ph: _______________________

MATHS
Number and Algebra (Please “✓” progress level)

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<th>At Expected Level</th>
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Measurement and Geometry

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Statistics and Probability

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Please Note:
These indicators may not necessarily reflect student's end of year report score

Please mark with a ‘✓’
KEY 1 - POOR
5 - EXCELLENT

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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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Student Behaviour

Social Interaction
- with peers
- with teachers

Attitudes to Learning

Personal Organisation

ATTENDANCE  CRITICAL  POOR  GOOD

Disabilities Funding
Did the student receive PSD Funding in 2015? Yes/ No
If yes; which category __________________ Level __
Disability ID No. ________________ Integration Aide Yes / No

Is funding continuing in 2016? Y/N  Level ____ (If Known)

ENGLISH
Reading and Viewing (Please “✓” progress level)

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Writing

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Speaking and Listening

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<th>At Expected Level</th>
<th>Above</th>
<th>Well above</th>
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Special abilities/achievements eg. Sport, Performing Arts, Leadership, Debating, Musical, etc

SUPPORT PROGRAM / INTERVENTION
Did student receive intervention/ support: Yes / No
List Type:

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<tr>
<th>ESL STUDENT</th>
<th>Yes/ No</th>
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<tr>
<td>Do they still require support</td>
<td>Yes /No</td>
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HOME GROUP PRIMARY TEACHER
RECOMMENDATIONS FOR 2016
If possible, this student should be placed in the same Home Group with some or one of the following students:

If possible, this student should NOT be placed in the same Home Group as:

OTHER INFORMATION:
Please note any other matters that may assist in the student’s transition (medical, welfare concerns etc):

PRIVACY NOTICE: This Transition Form requests personal student information required for student transition from Year 6 to Year 7 secondary school. This information is confidential and protected under privacy laws.
Hobsons Bay State Schools Yr. 7 Expo

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Parents are most welcome to attend but are reminded that the target audience of the Yr. 7 Expo will be the children.
Planning a Successful Transition to Secondary School

A workshop for parents and educators to develop a transition plan for young people with an intellectual disability

Starting secondary school can be an exciting but challenging time for students and their families. The transition involves extra challenges and may be a source of considerable stress and anxiety for young people with intellectual difficulties, their parents/carers and school staff.

This half day workshop will bring together:
- Parent/s or carer/s of a young person with an intellectual disability
- A representative from the student's primary school (e.g. class teacher, welfare coordinator)
- A representative from the secondary school (e.g. home group teacher, year level coordinator, student wellbeing coordinator)

The focus of the half-day session is to promote a shared understanding of the student through discussion of their unique emotional, behavioural and learning profile, and an exploration of strategies for success.

During the workshop, key information about the student's learning needs and wellbeing will be discussed, in order to develop a transition plan and maximise their learning opportunities in the new school environment.

Please note: transition teams for any Grade 6 student with an intellectual disability, or those who are functioning within the Borderline range (an IQ score of 80 or below) are welcome to attend. Students do not need to be part of the Program for Students with Disabilities.

Presented by Catherine Henneman and Karen Trevorrow (Psychologists, Hobsons Bay Student Support Services)

Date: Tuesday 9th September (Week 9)

Venue: Sadie McCarthy Learning Centre, 227 Civic Parade Altona

Time: 9am-12pm

RSVP: Friday 29th August (end of Week 7)

Please note: All members of the transition team should attend. Places are limited so please RSVP as soon as possible.

For further information please contact Catherine Henneman on 9398 4676 or
henneman.catherine.m@edum ail.vic.gov.au
Planning a Successful Transition to Secondary School

A workshop for parents and educators to develop a transition plan for young people with social-emotional or behavioural difficulties moving from primary to secondary school

Starting secondary school can be an exciting but challenging time for students and their families. The transition involves extra challenges and may be a source of considerable stress and anxiety for young people with social-emotional or behavioural difficulties, their parents/carers and school staff.

This half day workshop will bring together:
- Parent/s or carer/s of a young person with social-emotional or behavioural difficulties
- A representative from the student’s primary school (e.g. class teacher, welfare coordinator)
- A representative from the secondary school (e.g. home group teacher, year level coordinator, student wellbeing coordinator)

The focus of the half-day session is to promote a shared understanding of the student through discussion of their unique emotional, behavioural and learning profile, and an exploration of strategies for success.

During the workshop, key information about the student’s learning needs and wellbeing will be discussed, in order to develop a transition plan and maximise their learning opportunities in the new school environment.

Please note: transition teams for any Grade 6 student with social-emotional or behavioural difficulties (in the Hobsons Bay network) are welcome to attend. Students do not need to be part of the Program for Students with Disabilities.

Presented by Catherine Henneman and Karen Trevorrow (Psychologists, Hobsons Bay Student Support Services)

Date: Tuesday 16th September (Week 10)

Venue: Sadie McCarthy Learning Centre, 227 Civic Parade Altona

Time: 9am-12pm

RSVP: Friday 5th September (end of Week 8)

Please note: All members of the transition team should attend. Places are limited so please RSVP as soon as possible.

For further information please contact Catherine Henneman on 9398 4676 or henneman.catherine.m@edumail.vic.gov.au
Planning a Successful Transition to Secondary School

A workshop for parents and educators to develop a transition plan for young people with an ASD, moving from primary to secondary school.

Starting in a new school can be an exciting but challenging time for students and their families. The transition involves extra challenges and may be a source of considerable stress and anxiety for a young person with an ASD, their parents/carers and school staff.

Each student with an ASD will have their own profile of ASD symptoms, communication and social relating skills and these can impact differently from one person to the next. The young person’s profile of strengths and difficulties will be discussed by the transition team, in order to maximise their learning opportunities in a new school environment.

This half day workshop will bring together:
- Parent/s or carer/s of a young person with an ASD
- A representative from the student’s primary school (e.g. class teacher, welfare coordinator)
- A representative from the secondary school (e.g. home group teacher, year level coordinator, student wellbeing coordinator)

The focus of the half-day session is to promote a shared understanding of the student through discussion of their current ASD symptoms, unique emotional, behavioural and learning profile, and an exploration of strategies for success.

Please note: transition teams for any Grade 6 student with an ASD (in the Hobsons Bay network) are welcome to attend. Students do not need to be part of the Program for Students with Disabilities in the ASD category.

Presented by Dianne Ryan (ASD Coach, DEECD Professional Practice Unit) and Catherine Henneman (Psychologist, Hobsons Bay Student Support Services)

Date: Thursday 4th September (Week 8)

Venue: Sadie McCarthy Learning Centre, 227 Civic Parade Altona

Time: 9am-12pm

RSVP: Friday 22nd August (end of Week 6)

Please note: All members of the transition team should attend. Places are limited so please RSVP as soon as possible.

For further information please contact Catherine Henneman on 9398 4676 or henneman.catherine.m@edumail.vic.gov.au
**Domain of Principal Practice: Strengthening Community and System Engagement**

<table>
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<tr>
<th>SMART goal</th>
<th>Strategies</th>
<th>Predicted evidence</th>
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| I will engage with neighbouring network schools to promote state secondary education as the preferred option for post primary schooling to the Yr.6 students in the local area. | Undertake the role of Yr.6-7 transition co-ordinator for the LAN.  
Formulate plan for a Yr.6-7 Expo for Newport-Altona – Spotswood area.  
Assess and evaluate interest from 4 local 4 primary schools and the 4 major feeder state secondary schools  
Meet with secondary principal to discuss format of Yr. 6-7 expo  
Establishment of guidelines for presentation – focus to be on ‘student led presentations for student audience.’  
Conduct Yr. 6-7 Expo  
Survey feedback from schools attending  
Survey Yr.5/6 students on effectiveness of expo | Planning and organisational notes & emails  
Agenda & timetable of expo  
Yr. 6-7 Expo conducted  
4 state secondary schools in attendance  
4 state primary schools – Yr.5/6 245 students  
Feedback from staff schools attending indicating a successful and worthwhile day. Worthy of continuing as an annual event.  
Student survey indicating that it assisted in providing options and information for students when selecting a secondary school. |

| Connection to Standard How will this goal demonstrate achievement of the Australian Professional Standard for Principals? | **Engaging and working with the community:** They collaborate effectively with other schools and agencies to promote an excellent education system in which all children and young people can thrive |

| School support, resources and/or development What will you need to learn/ what support will you require to achieve this goal? | |

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<tr>
<th>Domain of Principal Practice outcome</th>
<th>Meets / Partially meets / Does not meet</th>
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<p>| Feedback, including: | |
|----------------------| |
| – achievement and strengths | |
| – areas for future development | |</p>
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<tr>
<th>Dimension 4: Strengthening Community and System Engagement</th>
<th>Weighting: 25%</th>
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<tbody>
<tr>
<td><strong>SMART goal</strong></td>
<td><strong>Strategies</strong></td>
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<tr>
<td>To improve the Yr.6-7 transition of students with special needs in the Hobsons Bay Network in 2014 and beyond.</td>
<td>Review conducted of 2013 program. Evaluated, assessed and recommendations made for 2014 program.</td>
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<tr>
<td></td>
<td>Ensure planning meetings (SSSO staff and Prin grp) are convened and conducted in T2 &amp; T3 to determine dates, program details, notification to schools</td>
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<td>Continual liaison with SSSO co-ordinator, LAN Leader and Senior Advisor providing an overview of program</td>
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<td>Notification of program to all network principal and assistant principals at LAN meetings. Follow up email notification to all principals to forward to Student welfare co-ordinator</td>
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<tr>
<td></td>
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<td>Transition programs tailored for the needs of ‘at risk’ Yr.6 students in Hobsons Bay Network to conducted in term 4.</td>
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