## Tool 3: Transition Practices Audit Tool

This is an illustrative audit tool that uses the five transition focus areas as a framework. The actual tool used to survey schools might include lists of items accompanied by rating scales and open-ended questions that ask respondents to describe particular transition tools.

An audit survey would be completed by each school in the cluster and the result for each school would need to be collated into a cluster report as the cluster members need to know the strengths and weaknesses of the transition practices across the cluster.

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| **School policies and organisation** |
| We have a school policy on transition |
| There is a cluster transition group of which the school is a member |
| All schools have nominated a Year 5/6 transition leader to attend cluster meetings |
| The transition cluster members meet at least once a term to monitor transition implementation |
| **Information and communications** |
| All schools promote opportunities for reciprocal visits between settings |
| All Year 6 students participate in secondary school orientation days |
| The transition cluster has an agreed transition plan/strategy |
| There is an agreed position on what Year 6 student data to handover to secondary schools |
| **Social and personal orientation** |
| Does your school identify the transition concerns and needs of Year 6 students in feeder schools? |
| Parents with a Year 6 child who has enrolled in your school are consulted about their transition concerns and needs |
| Year 7 students are invited to evaluate the usefulness of major transition events hosted/administered by your school prior to them exiting Year 6  |
| Parents with a Year 6 child who has enrolled in your school are invited to evaluate the usefulness of major transition events provided for them.  |
| **Curriculum and assessment** |
| Is your cluster building continuity between Year 6 and 7 in literacy/English curriculum and/or assessment? |
| There are regular opportunities to share pedagogy between cluster schools. |
| Are there agreement between the schools as to the assessments to be used and how student performance data is to be reported and transferred?  |
| How is your cluster building continuity between Year 6 and 7 in numeracy/maths curriculum and/or assessment? |
| **Teaching and learning** |
| Years 5/6/7 teachers meet to develop a common understanding of each other’s teaching approaches. |
| How is your cluster building continuity between Year 6 and 7 pedagogy? |
| Are opportunities for shared professional learning explored? |
| What specialist support and learning aids are available for students with special learning needs? |