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**Transition timeline for students transitioning from Newcastle Junior to Newcastle Middle School or to another school 2014**

**Term 1**

* During ILP meetings enrolment for year 5 and the transition process will be discussed including important dates, experiences and placement options.
* Parents, who are interested in a placement in a support unit, will be offered support to visit their preferred unit or more local SSP to assist them to make an informed decision in the educational placement of their child.

**Term 2**

* Access Requests will be generated and submitted for students who will be applying for placement in another SSP or support unit in a mainstream school.
* Access requests are not required for students transitioning from Junior School to Middle School.
* Junior school will supply parent details, contact addresses and phone numbers to Middle School. An invitation to morning tea will be sent for parents/carers requesting placement.
* A Parent morning tea will be held at Middle School in either term 2 or term 3.

**Term 3**

There will be an invitation from Middle School to year 4 Junior School students to attend a Drum Beats performance.

*For parents/carers requesting placement to Newcastle middle School.*

Formal Parent Transition meetings will be held at Newcastle Middle School (approximately weeks 8 and 9).

Meetings will include:

* Transition entry/exit coordinators or classroom teachers, school counsellors and DEC Learning & Engagement Officer.
* The handover of information including student profiles, ILPs, risk assessments, behaviour and health care plans.
* The completion of transport applications and access to after school care if applicable. Transition meeting records will be completed and any required actions or issues will be recorded.

*For parents/carers requesting placement in a support unit or another SSP.*

Formal Parent Transition meetings to be held for students whose access request were successful (after formal notification of placement which usually occurs early in term 3).

Meetings will include:

* Transition entry/exit coordinators or classroom teachers, school counsellors and DEC Learning & Engagement Officer.
* The handover of information including student profiles, ILPs, risk assessments, behaviour and health care plans.
* The completion of transport applications and access to after school care if applicable. Transition meeting records will be completed and any required actions or issues will be recorded.

**Term 4**

* School visits will commence from the beginning of term 4 for students transitioning to Newcastle Middle School. Visits to be fortnightly on weeks 2, 4, 6, 8 & 10
* School visits will commence from the beginning of term 4 for students who will transition to support units or another SSP. Visits to be fortnightly on weeks 3, 5, 7 & 9 (depending on school availability).
* There will be a transition camp at Myuna Bay Sport & Recreation Centre in week 4 - 30/31 Oct, 2014.
* Staff from Newcastle Middle School will visit Junior School to observe transitioning students and engage in discussions with classroom teachers (weeks 9/10). Staff from support units and other SSP’s will be invited to do the same.
* A transitioning booklet will be supplied to families moving to Newcastle Middle School in order to assist with transition to the new school.

***Please note this timetable is subject to change depending on student, staff and student availability.***