

Sacred Heart School, Petone

**Procedures for Transition to school for 5 year olds**

1. Most children are pre-enrolled by September the previous year. Their details are kept in a folder in the office in order of when they are to start school.
2. The New Entrant teacher sends invitation and outline of Early Risers programme. Most children attend Early Risers in the term prior to starting school. (see attached)
3. The NE teacher rings the family either at the end of term or beginning of term to introduce themselves and confirm the attendance
4. A buddy list with Y5 & 6 pupils is compiled at the start of the year. The buddies attend each Early Risers session.
5. During the Early Riser sessions individual dates are booked with families. Theses visits are arranged to suit the child’s needs, 2 being the minimum. A parent / caregiver of the pre- school pupil accompanies the child throughout the visit. Documentation such as stationery list, milk permission, New Entrant Information book are given out.
6. The NE teacher rings the pre-school (list of contacts on front cover of folder) and arranges a time to go and visit the pre-school to meet the child in their familiar environment.
7. The NE teacher invites the pre-school to visit with the child and some of their friends or cohort.
8. New entrants finish their school day at 3.00pm
9. Collaboration and exchange of information with home and pre-school are fostered
10. At the first School prayer after they start the child and their whanau are welcomed. The NE teacher invites the ECE teacher to come as well, during the visits this is discussed with the family and as many family members as possible are encouraged to attend. The NE teacher, Y5 or 6 buddy, ECE teacher if present, child and whanau (this may include children currently at school) stand at the front. After the ECE teacher and family have spoken and introduced the child, the buddy puts the Tui korowai over the child as the NE teacher explains it is a blessed korowai (by Fr Albano) and it is a symbol that it is SHP’s turn to look after and nurture and care for them on the next stage of their educational journey. The Principal them welcomes them in te reo and the whole school stands for waiata of welcome.