

Attachment 1 — School: Transitions action plan

This tool can be used by state schools in the planning phase to support documentation of early years transition strategies that are implemented across the year in their context. This editable action plan can capture both current and future strategies. Examples are provided below to prompt thinking.

School name:	Year:	Review date:	Transition team:
Improvement priority 1:			
Improvement priority 2:			
Improvement priority 3:			

Date	Transition strategy	Staff responsible	Resourcing	Success measures	Evaluation reflections
TERM 1					
Example: February	Gather voice of children and families who experienced transition across K–2 last year to inform and refine transition practices.	Deputy Principal	meeting with P–2 teachers and DP	- data records of learner/family voice - documented adjustments to transition practice in response to voice	
TERM 2					
Example: April	Commence reciprocal visits between early years professionals across K–2, including ECEC. Embed cycles to share continuity practices such as pedagogy, environments and curriculum links.	Deputy Principal and early years team	- non-contact time - timetabling	- visits - professional reflections and learnings - evidence of continuity practices reflected across early years learning environments	
TERM 3					
Example: September	Continue implementation of birth–5 playgroup and engage local library and Elders as key guests this term.	Transition team	- planning and outreach - non-contact time	- playgroup sessions - attendance - stories of impact from children and families - library and Elders attendance	
TERM 4					
Example: November	Analyse transition statements (TS) and student profiles (K–2) with teaching teams to plan responsive curriculum, pedagogy and learning environments for learners.	Prep teaching team and Deputy Principal/Principal	- planning session - non-contact time	- transition statements analysed and reflected in term 1 planning - TS uploaded to OneSchool student profiles	