Transition statement process

KINDERGARTEN

Parents/carers and kindergarten teachers meet formally and informally throughout the kindergarten year to discuss children's progress.

Kindergarten teachers and parents/carers discuss children's progress in the five learning and development areas of the Queensland kindergarten learning guideline.

Teachers use the information gathered to develop the transition statement, which describes children's strengths, challenges and motivations as they prepare to move to school.

The kindergarten must retain a copy of the transition statement and parent/carer consent form for three years, in accordance with the National Regulations and the National Quality Standard.

The parent/carer consent form can only be signed with the transition statement after the parent/ carer has read and agreed to the final transition statement.

The kindergarten emails the transition statement to only the principal's email address (available on a schools website) or the dedicated school transitions email address.

The parent/carer must complete a new consent form if they enrol at a different school to the one they originally nominated, or they can pass on the transition statement themselves.

In November, the kindergarten teacher prepares a transition statement for each child.

It is an expectation of the

department that approved and

funded kindergarten service

providers write a transition

statement in November for

each child enrolled in the

kindergarten program and

Where a child has dual

subsidy completes the

transition statement.

placement (sessional and

long day care), the service

that receives the Queensland

Kindergarten Funding Scheme

moving to Prep.

Parents/carers and children contribute to the transition statement.

Kindergarten teachers give parents/carers their child's completed transition statement with the original parent/carer consent form.

The kindergarten teacher explains to the parent/carer that by completing the permission sections and signing the consent form, they consent to the

The parent/carer can also consent to the school contacting the kindergarten teacher to discuss any information on the

The school can only contact the kindergarten teacher to discuss a child's transition statement if the parent/carer and kindergarten teacher both

Parents/carers choose to sign the consent form.

Parents/carers choose not to sign the consent form.

Parents/carers choose to

transition statement to their

child's school and/or outside

school hours care to help give

personally pass on the

their child a great start.

school.

The kindergarten will **not** pass the transition statement to the nominated school.

The

kindergarten will

pass a copy of the

transition statement

with the consent form

to the nominated

PREP

Schools use the transition statement information to support planning for a great start to school.

without the parent/carer consent form it must be destroyed. State schools are required to keep a copy of a child's transition statement for a minimum of five years, in accordance with the department's Draft Education Retention and Disposal Schedule (ERDS).

Until this schedule has been approved do not conduct any disposal practices.

If a school receives a transition statement from a kindergarten service

For further information, search for 'Records retention and disposal overview' on OnePortal.

Paper-based transition statements are kept in named files and in locked filing cabinets, only accessible to appropriate staff. Electronic transition statements should be kept in password-protected computers with up-to date antivirus software and accessed by authorised staff.

kindergarten passing on the transition statement to the nominated school.

transition statement.

complete the relevant permission sections.

www.qld.gov.au/transitiontoschool





