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 provide information to parents/carers about transition statements including purpose, format and timeframe.

When initiating conversations about transition statements, the kindergarten teacher can discuss the use of the online application within the QCAA portal.

CONSENT 1

Consent to create the transition statement online using the Transition Statement Application.

YES

Where the parent/carer **does consent** to the creation of the transition statement using the online application they must complete a consent to create form.

Kindergarten services should retain a copy of the consent form with the transition statements for three years.

NO

Where the parent/carer **does not consent** to the creation of the transition statement using the online application via the consent to create form, the kindergarten teacher advises parents/carers that the statement will be created using the MS Word template.

Kindergarten services should retain a copy of the consent form with the transition statement for three years.

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, including children returning for a second year of kindergarten.

Teachers use evidence of children's learning, development, strengths, challenges and motivations to develop a transition statement. Parents/carers and children contribute to the statement.

Where a child has dual placement (sessional and long day care), the service that receives the Queensland Kindergarten Funding Scheme subsidy completes the transition statement. The transition statement can acknowledge if a child has dual attendance.

Complete the transition statement online in the QCAA portal

The transition statement is completed in draft in the QCAA portal. Teachers and parents/carers discuss the information in the transition statement and make any necessary edits.

Complete the transition statement using the QCAA MS Word template.

The transition statement is completed in draft using the MS Word template and provided to the parent/carer as a digital PDF or hard copy. Teachers and parents/carers discuss the information in the transition statement and make any necessary edits.

CONSENT 2

Consent to share the transition statement

YES

After discussing their child's transition statement, a parent/carer may give permission for the statement to be shared with their child's school by signing a transition statement consent form. The statement may be shared via the QCAA secure Portal where the online application has been used or via digital or hard copy when the MS word template has been used.

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

The school can only contact the kindergarten teacher to discuss a child's transition statement if the parent/carer and kindergarten teacher both complete the relevant permission sections. This will be displayed in the portal.

Kindergarten services should retain a copy of the consent form with the transition statement for three years.

NO

After discussing their child's transition statement, a parent/carer may choose not to give permission for the statement to be shared with their child's school by selecting 'no' when signing a transition statement consent form.

The transition statement is submitted in the QCAA Portal and the kindergarten teacher selects the 'no consent' check box. This shows the existence of a statement, however it cannot be accessed from the QCAA portal.

The final digital PDF or hard copy of the statement can now be provided to the parent/carer.

Parents/carers may choose to personally pass on the transition statement to their child's school.

The kindergarten service should retain a copy of the consent form with the transition statement for three years.

The principal representative logs on to the QCAA portal and downloads the transition statements. Either as a bulk download, by searching for the school name or individually using the child's name, date of birth and kindergarten service. Only statements where consent has been given will be accessible.

PREP

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

Where consent to share the statement via the QCAA portal or in digital form has not been provided, the school can invite families to provide a hard copy of the statement as part of the school's transition practices.

All transition statements must be saved in OneSchool. Hard copy transition statements received directly from families should be scanned and uploaded to OneSchool.

Schools are asked to follow the Education Retention and Disposal advice and Records management manual for any copies of transition statements held by the school.

When uploading statements into OneSchool confirm whether the child attended kindergarten by checking the Previous education/activity section of the enrolment form and select Kindergarten as the Origin Type in OneSchool.

www.qld.gov.au/transitiontoschool

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Queensland Government