

Good morning,

The reason I am writing to you this morning is to keep you updated with the transition process for 2020. Due to the current climate we have missed some critical information sessions about the transition process which informs schools, parents and students about the transition requirements.

Having missed all this important information I am in the process of creating a web link where all this information can be accessed. This year we will be moving to an online enrolment process where each family is required to complete an online enrolment form. As you can imagine our IT team has been very busy, I am hoping this form will be completed by the end of next week so families can begin completing the form, however please be patient. I have also created a clear document for schools to follow to ensure they are following the correct timeline. The full timeline will be sent out once the online enrolment form is completed.

I have attached a copy of Term 2 timeline to ensure you are following along appropriately; please note that this is tailored to government schools therefore some of this information may not be relevant. I have also attached the **transition information pack** which should have been distributed to families by **government** primary schools. If you have not done this can you please do it ASAP, as it is due back to primary schools by **May 29**. Please encourage families to locate their child's designated neighbourhood Government school for Year 7 in 2021 by entering their permanent residential address at [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au).

We will be putting up further information about transition on our website in the coming days, including a virtual tour of the college. I encourage you to share these resources with your school community.

If you have any further questions regarding the transition process please don't hesitate to email me or contact me on 0409246928.

Regards

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# Year 6 to Year 7 Transition Timeline

## ECHUCA COLLEGE TIMELINE AND PROCEDURES FOR 2020-2021

2020 Dates	Activity	Responsible party		
		PRIMARY SCHOOLS	SECONDARY SCHOOLS	DET
Term 1: Tuesday 28 January 2020 – Friday 27 March 2020				
Friday 28 February 2020	All student information should be updated using the CASES21 census application by this date. <b>Note:</b> Schools should continue to update CASES21 when there is a change to student and/or parent/carer details.			
Term 2: Tuesday 14 April 2020 – Friday 26 June 2020				
From Week 1, Term 2 2020	The Year 6 – 7 Transition Information Packs for Government Schools and Parents/Carers are available for download from the Department of Education and Training (the Department) website.			
From Week 1, Term 2 2020	Government primary schools distribute/make available to download, the Transition Information Pack to all parents/carers of Year 6 students. The Pack contains the: <ul style="list-style-type: none"> <li>• Application for Year 7 Placement 2021 form (including current student details from CASES21)</li> <li>• Privacy Notice</li> </ul> <b>Note:</b> Echuca College should <b>not</b> distribute copies of the Application for Year 7 Placement form to families of Year 6 students attending <b>government</b> schools. Families of Year 6 students at <b>non-government</b> (Catholic and independent) primary schools may approach secondary schools <b>directly</b> for a copy of the Year 7 Placement form and may also <b>submit</b> a copy of the Application form <b>directly</b> to their <b>preferred</b> secondary school by the closing date.			
Friday 29 May 2020	Parents/carers return Application for Year 7 Placement 2021 forms to government primary schools by this date. <b>Primary schools are responsible for checking that the form is accurate and complete, including that address details are up to date and reflect address details on CASES21, and that the parent's or carer's preferences are clear.</b>			
Tuesday 2 June 2020	Primary schools submit all placement requests to each secondary school by this date, using the <b>Summary of Placement Requests</b> form. <b>Photocopies of each Application for Year 7 Placement form should be attached</b> (all original documentation should be			

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	<p><i>retained by the primary school for a minimum of 2 years in accordance with record keeping standards.)</i></p> <p><b>Note:</b> <i>Primary and Secondary Schools must not communicate with parents/carers regarding the status or outcome of placement requests until Wednesday 5 August 2020.</i></p> <p><i>Echuca College must not make offers to any student for specific programs prior to Thursday 6 August 2020.</i></p>			
Wednesday 3 June 2020	Echuca College confirms receipt of all initial placement requests made by primary schools by this date.			
Thursday 4 June 2020	Transition meeting with transition team members from each primary school. Held at Echuca College or Via Webex			
Wednesday 17 June 2020	<p>Echuca College advises primary schools of any unsuccessful initial placement requests by this date.</p> <p><b>Note:</b> <i>Secondary schools should use the <b>Year 6 to Year 7 Transition Summary of Non-Placement Outcomes form</b> for this task.</i></p>			
Wednesday 17 June 2020	Where initial placement requests were unsuccessful, primary schools submit all subsequent preference requests to each relevant secondary school until the student is placed.			