

## Cobourg Community Transition Planning Template 2017-2018

The Board recognizes that the transition from one school community to another, as a result of boundary changes and/or a school closure, can be a stressful time for students, parents, staff, and members of the extended school community. It can also be a time of anticipation, joy, and celebration as new school communities begin to form.

Purpose of the template:

- To provide support to school communities following a decision of an accommodation review (boundary or school closure);
- To provide families with assurance that they will be well supported as they integrate into a new school community; and,
- To provide a menu of options for administrators and the school community to consider when planning to support the formation of new school communities.

	<b>Pre Transition</b>	<b>During Transition</b>	<b>Post Transition</b>
Promoting and Building A New Community – information sharing, communication, celebrations, activities, events and strategies	<ul style="list-style-type: none"> <li>• Establish an integration committee to organize an action plan for the smooth transition for all concerned</li> <li>• Create opportunities to gather input from all stakeholders to support transition planning, i.e. students, parents, staff, parish</li> <li>• Student ambassadors visit other schools to answer questions</li> <li>• Plan school excursions together</li> <li>• Invite students to school activities, i.e. drama production</li> <li>• Carnival/BBQ</li> <li>• Play date/picnic</li> <li>• Develop a theme or vision statement</li> <li>• Grade 7 Leadership Day (this will be the first grade 8 at the new school community)</li> <li>• Include school communities in the design of new school logo</li> <li>• Mass involving students from all school communities</li> <li>• Assembly for new student community</li> <li>• Brochures or Poems from receiving school to new students - written by kids, to kids</li> <li>• Student video project/contest</li> <li>• New School Sign</li> <li>• June or August open house (timing &amp; location depends on construction)</li> <li>• Construction plans on display</li> <li>• Create slideshow highlighting construction progress &amp; community building events</li> <li>• Regular opportunities to meet with school council/community to provide transition updates</li> <li>• Tours of construction site, when safe</li> <li>• Regular website updates</li> </ul>	<ul style="list-style-type: none"> <li>• Regular website updates</li> </ul>	<ul style="list-style-type: none"> <li>• Opening assembly on first day – introduce staff, theme</li> <li>• Celebration at the school welcoming new students</li> <li>• Plant a tree to signify a new beginning</li> <li>• Welcoming Mass</li> <li>• Group/aerial picture</li> <li>• Create a video of the school’s history &amp; the joining of the school communities to post on the website</li> <li>• Spirit wear day with treats</li> <li>• Students write down their favourite &amp; memorable activities from last year regardless of which school they attended</li> <li>• Graffiti wall (on paper)</li> <li>• Regular website updates</li> </ul>

	Pre Transition	During Transition	Post Transition
Supports for Students	<ul style="list-style-type: none"> <li>• Provide school staff with information to use when talking to students about the change process</li> <li>• Offer support for students having difficulty with change</li> <li>• Set up pen pals between students who are transferring and students in the same grade at the school they will move to</li> <li>• Transition meetings between the appropriate staff members of both school communities to share the individual profiles of students that are moving</li> <li>• Collaborative process when creating classroom lists together</li> <li>• Provide busing information and training for students that were previously walkers</li> </ul>	<ul style="list-style-type: none"> <li>• Provide student transportation information</li> </ul>	<ul style="list-style-type: none"> <li>• Closely monitor all students to learn how they are adjusting to the change</li> </ul>
Supports for Staff	<ul style="list-style-type: none"> <li>• Principals to regularly meet to share information and identify areas of need</li> <li>• Regular meetings with staff to share information and offer updates</li> <li>• Timely meetings with staff to share staffing process information</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity for staff to come together in June or August</li> <li>• Provide a tour of the school, prior to start of first day</li> <li>• Provide staff access to school as soon as possible to support preparation</li> </ul>	
Official Opening and Blessing Ceremony	<ul style="list-style-type: none"> <li>• Select date</li> <li>• Develop invitation list for attendees</li> <li>• Create invitation and program</li> </ul>	<ul style="list-style-type: none"> <li>• Official Opening and Blessing planning</li> </ul>	<ul style="list-style-type: none"> <li>• Ribbon cutting ceremony</li> <li>• Blessing of crosses</li> <li>• Creation of a time capsule which reflects the joining of communities</li> <li>• Give maps out for self-guided tours</li> <li>• Greeters at doors</li> <li>• Music entertainment</li> <li>• Food/reception</li> </ul>