



Regina Roman Catholic Separate School Division # 81

Pupils 9001 <hr/> Grade 8 Transition	Administrative Application	
	Effective:	August 31, 2014
	References:	E-Goals
	Status:	Operational

Application

Pupil retention in the school division is a responsibility of all employees. This is particularly true in relation to the transition from grade eight to grade nine when some grade eight pupils and their parents may be tempted to forgo Catholic education in favour of school proximity. It is incumbent upon all of us to be inviting and welcoming so that they will continue with "value added" high school education.

The following guidelines may be of assistance in the pupil transition to high school and for retaining pupils in our school division.

1. General Activities

- a. Foster a continuing association with the neighbouring Catholic high school. Contact and exposure to the high school should be as early as possible with initial contact being made no later than grade seven. Establish a bond between the elementary and secondary school. Promote the associate school concept.
- b. Plan activities among the relevant associate schools.
- c. Promote voluntary high school pupil and staff "visits" to elementary schools.
- d. Invite grade eight pupils to high school activities: drama, sports, and special events.
- e. Invite grade eight classes to participate in special presentations at the associated high school.
- f. Promote the positive reputations of our high schools and diffuse any negative comments.
- g. Share high school facilities and specialized equipment with elementary schools.

2. Pre-Registration Activities – for High Schools

- a. Establish early contact with grade eight classrooms. Prepare pupils for high school.
- b. Promote Catholic education among grade eight pupils within the elementary schools.
- c. Arrange inter-school visits, tours and activities.
- d. Present information about the associated high school before the registration process.
- e. Provide an annual information session about high school education to grade eight teachers.



Regina Roman Catholic Separate School Division # 81

- f. Make direct contact with the associated Catholic School Community Councils and provide appropriate information about the high school vision and programs.
 - g. Publish registration information in parish bulletins and media.
- 3. Registration Activities – for High Schools**
- a. Arrange grade eight registration information sessions and high school visits.
 - b. Include Director's letter of invitation and welcome to grade eight pupils and their parents that includes statement about value of Catholic education.
 - c. Distribute high school information packages regarding course offerings and programs for grade nine pupils and overall program.
 - d. Do not rigidly enforce high school boundaries to facilitate pupil preference when selecting a high school.
 - e. Promote information evenings and tours of the school for parents of grade eight pupils within and without the school division.
- 4. Post-Registration Activities**
- a. High school principals send letters of congratulations and welcome and information packages to pupils who have selected their particular school.
 - b. High school principals might consider sending letters of personal invitation and information to the grade 8 pupils who are considering attending high school outside the system. Such a letter to these pupils and their parents could encourage them to reconsider, pointing out the positive aspects of the high school in their area and of Catholic education, and inviting them to make personal contact with the principal of the elementary school or the high school to discuss the matter further.
 - c. High School Principals may send personalized thank you letters to elementary school principals and grade eight teachers for their help and support in promoting and facilitating grade nine registrations in our high schools.
 - d. Special Events for grade eight pupils sponsored by the associate high school.
 - e. Facilitate Work Experience initiatives and community service focus to elementary schools.
 - f. Special initiatives and activities should be planned in schools where a significant number of pupils are leaving the system. Consideration of a more formal "twinning" with special programs and educational experiences such as in technical vocational and fine arts programs should be pursued.
 - g. Special initiatives should be undertaken in elementary grade eight classrooms for aboriginal pupils. Involvement of the Community School Coordinators and the Aboriginal Advocates would facilitate the transition.
 - h. High school administrators or guidance counsellors might visit elementary school principals and teachers to obtain information about the grade eight pupils coming to their school.



Regina Roman Catholic Separate School Division # 81

Such information might include strengths, challenges, talents, needs, interests, behaviour, "what works best," support, etc.

- i. Celebrate the successes of the current grade nine pupils from each associate school by informing the associated elementary school about the general progress of the pupils and the outstanding achievements of the graduates of the particular elementary school.