

Induction Policy

Policy for Induction (Including All Staff, Pupils, Students, Volunteers and Newly Qualified Teachers)

This policy sets out the arrangements in respect of the induction of children and adults new to Frederick Natrass Primary Academy

1. The Induction of Pupils

1.1 Pupils joining the Reception Classes at the start of the new academic year: There will be a structured induction programme to include:

- An information meeting for parents and carers with a presentation by the Headteacher and Early Years Foundation Stage Manager, an introduction to other key members of staff, the presentation of an information pack and Parents' Handbook along with the opportunity to share information about pupils between parents/carers and staff.
- Reception pupils will be invited to visit their new class in the summer term. This half day provides a time when the current pupils are out of class, visiting their new teachers, and therefore enables new children the opportunity of exploring their new environment.
- Parents are encouraged to say a confident goodbye to their child before leaving. Prolonged separation can lead to children being more unsettled. It is quite usual for one or two pupils to be a little upset although experience shows that this usually only lasts for a few minutes once the parent has left. Should a child become distressed, the school staff would contact parents/carers as it is in no-one's interest for a child to be distraught. In this rare instance, parents and school staff would discuss and agree appropriate strategies to settle the child.
- A Parents' Evening will be held within the first term to enable parents to discuss how well their child has settled in and ways in which they can support learning at home.

1.2 Pupils joining school at other times: The Headteacher will arrange for the parents/carers and child to visit school at a convenient time. A Parents' Handbook would be provided and a starting date agreed. Parents/carers will be asked to bring the child to the main entrance on the first day, where they will be met by the Headteacher and shown to class with their parents/carers. The class teacher will choose a special friend from the class, to take care of the new pupil for the first few days.

2. The Induction of Students

- 2.1** The Student Mentor will meet with students prior to the placement whenever possible, to carry out a basic induction (see Appendix A), in liaison with the training institution where appropriate. Arrangements for a Criminal Record Bureau Check will be agreed and safeguarding information will be provided for the student to read prior to the placement.
- 2.2** Students will be provided with induction (See Appendix A) and will agree a suitable mentoring programme with their mentor.

3. The Induction of Volunteer Helpers

- 3.1** There will be an information session offered for all volunteers throughout each academic year, where the Mentor will carry out a basic induction and ensure all volunteers are subject to a Criminal Record Bureau check before helping in school.
- 3.2** Volunteers will receive a copy of the “Volunteers’ Handbook” at the meeting or, if they begin helping at a later date, as soon as possible.
- 3.3** Whilst Governors are volunteers, they have specific responsibilities and duties; please see the Governor Handbook.

4. The Induction of Staff

- 4.1** New employees will meet with the Headteacher on their first day, or if possible prior to taking up post. They will begin their induction and will be issued with the current Induction Folder.
- 4.2** Arrangements will be made for the remainder of their induction process. All staff will have a named ‘Induction Mentor’.
- 4.3** Newly Qualified Teachers (NQTs) will have a planned Induction Period, with regular meetings with their mentor, classroom observations, termly assessments (reported to the LEA) and a programme of professional development activities. They will have 10% release time as well as their release for Planning Preparation and Assessment.
- 4.4** NQTs will discuss their development needs with their mentor, using their Career Entry Profile as an initial basis, along with outcomes from observations and meetings.
- 4.5** Any difficulties in meeting the National Standards for Qualified Teachers, will be identified at the earliest opportunity, with appropriate support put in place and the Head teacher would be notified.

Appendix A

Student Induction

Welcome to our school – we hope you will enjoy your placement here. You will find the staff very approachable; please do not hesitate to ask if you have any concerns or questions.

Our Student Co-ordinator is Mrs Helen Miller and our Principal is Mrs Caroline Reed.

Your placement will start on: _____ and end on: _____

You will be working with: _____

We have a large number of policies and procedures in school which are available in an induction file. Please always sign in and out in our visitors' book so we know when you are on the premises in case of emergency which informs our fire register. There are a few important bits of information you need to know.

1. Child Protection and Confidentiality

The Headteacher is our designated teacher for Child Protection.

It is important that you maintain confidentiality at all times. Do not talk about individual children, parents or staff out of school. We have certain responsibilities under the Data Protection Act and it is school policy not to divulge any information.

If you have any concerns about a child or hear or see something which concerns you please do not talk about it with anyone other than the named persons. We have to be careful in cases of child protection to handle any information in accordance with our Safeguarding Children Policy.

Please ensure you do not put yourself in a position which could be misinterpreted. You should not be alone with pupils in a closed room and should not touch, pick up or carry children although in some circumstances those staff with safe handling accredited training may need to implement restraint techniques. This is important for your own safety as a child could make an allegation about you. Please read all the information in the Induction Folder– you will be asked to sign in school to say you have read, understood and agree to comply with the guidance.

If you see or hear of any incidences of bullying please speak to a member of staff immediately so it can be investigated.

2. Health and Safety

We all have responsibilities under the Health and Safety at Work Act. If you see anything which could be a hazard including a spilt liquid, broken equipment etc. please report it immediately and make people near by aware. A member of staff will then ensure appropriate action is taken.

If you have an accident whilst on placement, please report it to our trained first aid staff (see list in the staffroom). They will ensure the accident book is completed. Named members of staff are qualified first aiders. Please do not use the first aid kits without a member of staff and please do not treat any injured children. If you are with an injured child, provide reassurance and seek help from a member of staff.

Please make yourself familiar with the school fire procedures*, including being aware of where fire exits are. Should the fire alarm sound (it is a loud electronic alarm) please follow the directions of the class teacher or, if you are out of the class, please leave immediately by the nearest fire exit and make your way to the designated area. Do not return to the building until directed by a member of staff.

Our school is a non-smoking environment, no smoking is allowed anywhere on the premises. We do have a Health & Safety Policy.

3. Expectations

We do expect a professional approach from students. Please ensure you are dressed appropriately – clean and smart (no jeans or trainers please although you might need to bring a pair of trainers for some activities such as PE). Please do not wear excessive jewellery (certainly nothing which could be a health and safety hazard, such as large hoop earrings). Chewing gum is not permitted in school. Mobile phones should be 'on silent' in school and away during school time.

School starts for pupils at 8.55am and it would be useful for you to be here for 8.20am so you have time to discuss your work for the day with the teacher. You will have a break at a time agreed with the teacher. Tea and coffee is available in the staff room, staff pay for their drinks. Students are encouraged to help outside during playtimes to enrich their experience of the institution.

We are sure you will treat pupils and adults alike with courtesy and respect. The sort of work you undertake will be varied. Please talk to the class teacher if there are some tasks you feel uncomfortable with or some areas you would really like to try. We want this to be very successful and happy placement so please do talk to us about what you would like to achieve in your time here.

Signed: _____ (Student) Date: _____

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