

NEWFIELD SCHOOL



School Induction Policy

Responsible: Mr C Whelan - Head teacher

Review Date: September 2021

Date of next review: September 2022

Pupil Induction Policy

The pupil Induction policy relates to pupils entering the school at other times other than normal times.

Prior to Admission:

- Mums, dads and carers will be expected to visit the school with their child prior to the child attending.
- SLT to conduct admission meeting with pupil and mum, dad / carer and finalise necessary completed paperwork.
- SLT will conduct a guided tour of the school and make basic introductions to staff that the pupil will come into contact with.
- Office staff will contact child's previous school to gather information informally along with a request for all pupils records to be sent as soon as possible.

On Admission:

Morning one:

Support from Learning Mentor on the first morning will include:

- A reminder guided tour of the school and introductions to staff that the pupil will come into contact with.
- Pupil will be shown where everything, in the class, is kept and what table they will be seated in.
- Talk through the class timetable and routines with the pupil.
- Discuss the behaviour policy - rewards and sanctions.
- Discuss the expectations of the school, with the pupil - school rules; uniform; mobile phones; attendance etc.
- Establish baseline assessments in curriculum subjects.

Afternoon One

- A chance to go into class if appropriate and partake in lessons.
- If pupil is not ready to join class, they will spend the afternoon in the Learning Mentor's room.

First Week Meeting

- At the end of the pupils first week another meeting will take place to complete a positive handling plan with the pupil, alongside a discussion on how the pupils is settling in and how they are progressing with their work.
- An individual risk assessment for the pupil will also be completed and shared, verbally, in briefing with staff.