



Induction Policy

Swinderby All Saints Primary School

Approved by:

Policy Approvals Panel

Date: July 2024

Swinderby All Saints Church of England Controlled Primary School

Induction Policy

Our aim is that every new member of staff, new parent and new child will be made to feel welcome and given assistance to enable them to become aware of our aims, policies and organisation. We will meet this aim by induction programmes appropriate to the position.

NEW MEMBER OF TEACHING STAFF

1. Before interview, applicants have had a broad, but clear, job description. Applicants must know what they are applying for prior to interview.
2. Before beginning in post, new members of staff are encouraged to revisit the school and, if possible, their future class. If they wish access to their classroom in the holiday prior to taking up post, every attempt is made to give them this opportunity.
3. Before they take up the post, their Headteacher will go through our staff expectations, code of conduct etc
4. Before they take up post a set programme of curriculum and organisational briefings will have been agreed with all existing staff (see appendix A).
5. The first meeting with the Headteacher takes place early in the first half term, to establish:
 - a. success of induction so far;
 - b. any specific duties;
 - c. possible professional development opportunities.
6. All new teachers, other than ECTs, will have a designated member of staff as a mentor.
7. In the case of Early Career Teachers, they will be supported through the provider LEAD. See Early Career Teacher's policy.

SUPPLY STAFF

1. All staff policies are available on the One Drive, A Staff only, Policies, Staffing
2. When supply is used for a planned absence, the class teacher leaves a detailed daily plan with routines. Timetable on desk/plans to be available as soon as possible if not first day.
3. The member of staff in the nearest classroom to that of the supply teacher is available for advice and/or assistance if required.

PARENT AND CHILD

1. All prospective new pupils and their parents are offered a tour of the school and a meeting with the Head, if required.
2. There is an induction programme for all new reception pupils (see EYFS Policy).
3. There is an initial meeting and induction for all new pupils/parents who start school throughout the year which assists in identifying any extra support the pupil(s) may need.

Appendix B

PUPIL INDUCTION POLICY

Children will be admitted into school in September, in the school year in which they are five.

Our aim is to make every child's start at Swinderby Primary School as happy and relaxed as possible.

Children will be sent a personal letter confirming their place at Swinderby All Saints Primary during the Spring Term prior to the September they will start school.

This will be accompanied by an invitation to attend a meeting with other prospective parents. At this meeting the organisation of the school will be discussed, also starting dates for each child. This meeting will take place June/July.

Children and Parents will be invited to spend time in their reception class, during the second half of the summer term. This will give them opportunities to become familiar with our building, grounds and the adults they will meet around school. They will be invited to stay and play sessions and a selection of visits.

Admission to school will be at the beginning of September. As a small school we do not stagger our start at the beginning of the Autumn term in September.

Parents will have an opportunity to discuss their child's first weeks in school with the class-teacher, early in the Autumn Term.

Children transferring from other schools will be carefully integrated into the appropriate year group.

They will be introduced to a group of children who have volunteered to befriend them and help them to adjust to their new surroundings and school procedures.

After half term parents will be offered the chance of an interview with the class teacher.