

Induction policy

Bawdsey CEVCP School



Approved by: Full Governing Body **Date:** June 2024

Next review due by: September 2025

PUPIL INDUCTION

Nursery and Reception Years

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

Children will be admitted into school in September, in the school year in which they are five. When this has occurred it enables the Reception children to start on the first day of term in September, already knowing the environment, systems, expectations and the staff, which significantly reduces the stress of the transition into this year group.

Transition Process

1. Parents/ Carers Information Evening - held in the summer term
2. A morning session within the school with their new teacher (if applicable), when all children in the school try out their new class base and are taught by their new teachers in the Summer term. (More sessions are offered if the child is not attending the Nursery class already, which will include a trial lunch.)

Years 1 to 6

Following the Admissions meeting children transferring from other schools will be carefully integrated into the appropriate year group.

STAFF INDUCTION

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.

1. 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 phase leader will go through our staff handbook and induction process with them
 4. Before they take up post a set programme of curriculum and organisational briefings will have been agreed with all existing staff.
 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.
 - d. to agree a PMR with the member of staff
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6. In the case of Early Career Teachers, an agreement is taken with Unity Teaching School Hub to offer additional training and support, and an in-school mentor is appointed.

2. SUPPLY STAFF

1. A copy of the school handbook is available in the staff room.
2. When supply is used for a planned absence, the class teacher leaves a detailed daily plan, and ensures that the school routine sheet is at the front of the handbook. Timetable on desk/plans to be available as soon as possible if not on the first day.
3. The member of staff in the nearest teaching base to that of the supply teacher is available for advice and/or assistance if required.

GOVERNOR INDUCTION

Our aim is that every new Governor 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 their roles and responsibilities.

1. The induction programme for governors involves an initial discussion with the Head teacher and/ or Chair of Governors.
2. If the Governor is accepted onto the Governing body then they are given the contact details of a longer standing Governor to ask them any questions that they may have and to act as a mentor.
3. The Governor is asked to undertake a skills audit and training is suggested for their own needs and the statutory training needed to undertake the role.
4. From their skills audit and discussions, the Governor is allocated to one of the committees and given roles and responsibilities within the Governing body.

BAWDSEY CEVCP SCHOOL STAFF INDUCTION CHECKLIST**TOUR OF SITE**

	Conducted by	Date
Layout of school		
Introduction to staff		
Entrances/Exits		
Car park		
Resource and stock areas		
Medical resources		

EVERYDAY ROUTINES & EXPECTATIONS

	Conducted by	Date
Signing in and out		
Planning documentation		
Class lists		
Timetables		
Coffee/tea arrangements		
Playground expectations		
Lunchtimes		
Behaviour expectations and documentation- behaviour folder in classes		
Hours of working & Absence procedure		
Standards of work		
Displays		

SCHOOL POLICIES & PROCEDURES

	Conducted by	Date
Behaviour Policy & Anti-bullying Policy		
Child Protection & Safeguarding Policy		
Learning and Teaching Curriculum Statement- (Including all documents needed to plan and present the curriculum and passwords to resources used for planning.)		
Educational Visits		
Online Safety & Acceptable Use Policy		
Code of Conduct		

Safeguarding/ Online Safety Training		
Staff Handbook		
Supporting Pupils with Medical Needs		
Whistleblowing policy		
School email set up and access to online policies, including HR and main policies for staff (e.g. absence and grievance) on One Drive link.		
SAFEGUARDING AND HEALTH & SAFETY		
	Conducted by	Date
GDPR		
Accident/Near misses		
EYFS Intimate Care Policy/ expectations		
Fire drills		
First Aid procedures		
Health & safety Policy		
Prevent Extremism & Radicalisation DFE training		
Risk Assessments		
H and S online National College modules		
Location of permissions to take home folder in class with passwords		
HANDOVER MEETINGS		
	Conducted by	Date
Meeting with outgoing teacher		
Meeting with SENDCo		
Time with class establishing rules and expectations and building relationships		
Statement about staff for Parents and Carers		
NOTES		

