

Pupil Induction Policy

Guidelines

- When a parent telephones about a child moving to our school the child and parents are invited to visit the school. The Head teacher will always show the parents and child around the school and answer any questions the child and parents have.
- If they have definitely decided upon moving their child to our school before the visit the child's class will have been decided upon. On the visit the child will then be introduced to the class and the teacher.
- When the child starts school they will be asked to arrive at school about 10 minutes before school starts. The Head teacher will then meet them and take them to their class. Their books and trays will be ready for them. The class teacher will then find a buddy for the child who will stay with him or her for at least the first week and show them around and help them out. At the end of the first day the Head teacher will go to the child's class to check they have had a good day.
- At the Friday "Special Assembly" the Head teacher will introduce the child to the rest of the school.
- Over the next two weeks the Head teacher will check with the class teacher that the child has settled in well. The Head teacher will also check with parents during this time that the child is happy and enjoying school.
- As soon as records arrive from the child's last school these will be passed on to the class teacher.

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