**NEWFIELD SCHOOL**



**School Induction Policy**

Responsible: Mr C Whelan - Head teacher

Review Date: September 2024

Date of next review: September 2025

**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.