



# St. Mark's Catholic Primary Primary School

## Policy for Induction (Including All Staff, Pupils, Students, Volunteers and Newly Qualified Teachers)

This policy sets out the arrangements in respect of the induction of children and adults new to St Mark's Catholic Primary School.

### 1. The Induction of Pupils

- 1.1 Pupils joining Reception Class at the start of the new academic year:** There will be a structured induction programme to include:
- An information meeting for parents and carers with a presentation by the Headteacher and Early Years Foundation Stage Coordinator, an introduction to other key members of staff including the school nurse, an opportunity to visit the classroom and meet the staff and the presentation of an information pack and Parents' Handbook along with the opportunity to share information about pupils between parents/carers and staff.
  - Reception pupils will be invited to visit their new class in the summer term. This day provides a time when the current pupils are out of class, visiting their new teachers, and therefore enables new children the opportunity of exploring their new environment when it is quiet and less daunting. Children will visit in groups, to provide a greater adult to pupil ratio.
  - The start for Reception pupils: The children will start on a part time basis for four days. This enables the staff to get to know the pupils and for the introduction to school life to be a gradual, positive experience. All Reception pupils will be invited to stay for school lunch on the fifth day.
  - Parents are encouraged to say a confident goodbye to their child before leaving. Prolonged separation can lead to children being more unsettled. It is quite usual for one or two pupils to be a little upset although experience shows that this usually only lasts for a few minutes once the parent has left. Should a child become distressed, the school staff would contact parents/carers as it is in no-ones interest for a child to be distraught. In this rare instance, parents and school staff would discuss and agree appropriate strategies to settle the child.
  - A Parents' Evening will be held within the first term to enable parents to discuss how well their child has settled in and ways in which they can support learning at home.
- 1.2 Pupils joining school at other times:** The Headteacher will arrange for the parents/carers and child to visit school at a convenient time. A Parents' Handbook (Prospectus) would be provided and a starting date agreed. Parents/carers will be asked to bring the child to the main entrance on the first day, where they will be met by the Headteacher and shown to class with their parents/carers. The class teacher will choose a special friend from the class, to take care of the new pupil for the first few days. If appropriate the Learning mentor will be involved in this transition.
- 1.3 Pupils joining who are New to English (NTE)**
- Parents will be invited to school.
  - There will be timetabled support from an interpreter during class time to enable the child to successfully integrate within the classroom and school environment.
  - Communication with parents will also be through an interpreter where necessary i.e telephone consultations, parent evenings and for any urgent communication.
  - Classrooms will include relevant resources for NTE children to enable access to the curriculum.

## **2. The Induction of Students**

- 2.1 The Student Mentor will meet with students prior to the placement whenever possible, to carry out a basic induction (see Appendix A), in liaison with the training institution where appropriate. Arrangements for a Disclosure & Barring Service will be agreed and safeguarding information will be provided for the student to read prior to the placement.
- 2.2 Students will be provided with induction (See Appendix A) and will agree a suitable mentoring programme with their mentor.

## **3. The Induction of Volunteer Helpers**

- 3.1 There will be an information session offered for all volunteers throughout each academic year, where the Mentor will carry out a basic induction and ensure all volunteers are subject to a Disclosure & Barring Service check before helping in school.
- 3.2 Volunteers will receive a copy of the “Volunteers’ Handbook” at the meeting or, if they begin helping at a later date, as soon as possible.
- 3.3 Whilst Governors are volunteers, they have specific responsibilities and duties; please see the Governor Handbook.

## **4. The Induction of Staff**

- 4.1 New employees will meet with the Headteacher on their first day, or if possible prior to taking up post. They will begin their induction, using the Induction Checklist (see Appendix B) and will be issued with the current Staff Handbook.
- 4.2 Arrangements will be made for the remainder of their induction process. All staff will have a named ‘Mentor’.
- 4.3 Newly Qualified Teachers (NQTs) will have a planned Induction Period, with regular meetings with their Induction Tutor, classroom observations, termly assessments (reported to the LEA) and a programme of professional development activities. They will have 10% release time as well as their release for Planning Preparation and Assessment.
- 4.4 NQTs will discuss their development needs with their Induction Tutor, using their Career Entry Profile as an initial basis, along with outcomes from observations and meetings.
- 4.5 Any difficulties in meeting the National Standards for Qualified Teachers, will be identified at the earliest opportunity, with appropriate support put in place and the Head teacher would be notified.

## **5. Health and Safety**

Health and Safety must always be considered when carrying out any activities. If there is a conflict between a policy, procedure, or scheme of work and a Health and Safety consideration, the latter will always take precedence.

**This policy was approved by the Governing Body and is reviewed every year.**

## Appendix A

### Student Induction

Welcome to our school – we hope you will enjoy your placement here. You will find the staff very approachable; please do not hesitate to ask if you have any concerns or questions.

Our Student Co-ordinator is Mrs Linley and our Headteacher is Mr Murphy .

Your placement will start on: \_\_\_\_\_ and end on: \_\_\_\_\_

You will be working with: \_\_\_\_\_

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We have a large number of policies and procedures in school which are available from the school office. The policies starred\* below are perhaps the most important ones for your placement. Please always sign in and out using our entry signage system so we know when you are on the premises in case of emergency which informs our fire register. There are a few important bits of information you need to know.

#### 1. Child Protection and Confidentiality

The Headteacher is our designated teacher for Child Protection.

It is important that you maintain confidentiality at all times. Do not talk about individual children, parents or staff out of school. We have certain responsibilities under the Data Protection Act and it is school policy not to divulge any information.

If you have any concerns about a child or hear or see something which concerns you please do not talk about it with anyone other than the named persons. We have to be careful in cases of child protection to handle any information in accordance with our Safeguarding Children Policy.\*

Please ensure you do not put yourself in a position which could be misinterpreted. You should not be alone with pupils in a closed room and should not touch, pick up or carry children although in some circumstances those staff with safe handling accredited training may need to implement restraint techniques\*. This is important for your own safety as a child could make an allegation about you. Please read the copy of 'Guidance for Safer Working Practice for Adults working with Children and Young People in Education Settings' – you will be asked to sign in school to say you have read, understood and agree to comply with the guidance.

If you see or hear of any incidences of bullying please speak to a member of staff immediately so it can be investigated.

#### 2. Health and Safety

We all have responsibilities under the Health and Safety at Work Act (see the notice in the reception area). If you see anything which could be a hazard including a spilt liquid, broken

equipment etc. please report it immediately and make people near by aware. A member of staff will then ensure appropriate action is taken.

If you have an accident whilst on placement, please report it to our trained first aid staff (see list in the staffroom). They will ensure the accident book is completed. Named members of staff are qualified first aiders. We have first aid kits around school and we have a medical room just off the mentor's office. Please do not use the first aid kits without a member of staff and please do not treat any injured children. If you are with an injured child, provide reassurance and seek help from a member of staff.

Please make yourself familiar with the school fire procedures\*, including being aware of where fire exits are. Should the fire alarm sound (it is a loud electronic alarm) please follow the directions of the class teacher or, if you are out of the class, please leave immediately by the nearest fire exit and make your way to the designated area. Do not return to the building until directed by a member of staff.

Our school is a non-smoking environment, no smoking is allowed anywhere on the premises. We do have a Health & Safety Policy\*.

### 3. Expectations

We do expect a professional approach from students. Please ensure you are dressed appropriately – clean and smart (no jeans, leggings or trainers please although you might need to bring a pair of trainers for some activities such as PE). Please do not wear excessive jewellery (certainly nothing which could be a health and safety hazard, such as large hoop earrings). Chewing gum is not permitted in school. Mobile phones should be '**on silent**' in school and securely placed away (see mobile phone policy).

School starts for pupils at 8.45am and it would be useful for you to be here for 8.20am so you have time to discuss your work for the day with the teacher. You will have a break at a time agreed with the teacher. Tea and coffee is available in the staff room, staff pay for their drinks. Students are encouraged to help outside during playtimes to enrich their experience of the institution.

You can book a school lunch with in the office, before 9.15am. The meals cost £2.35 for adults and students. School closes at 3.15pm but the teacher you are working with may need your help up to 3.30pm. Please contact school as soon as possible if you are unable to attend for any reason. The number is 0121 357 9892 and office staff will take calls from 8:30am (we also have an answer machine if you need to leave a message).

We are sure you will treat pupils and adults alike with courtesy and respect. The sort of work you undertake will be varied. Please talk to the class teacher or Mr Murphy if there are some tasks you feel uncomfortable with or some areas you would really like to try. We want this to be very successful and happy placements so please do talk to us about what you would like to achieve in your time here.

Signed: \_\_\_\_\_ (Student) Date: \_\_\_\_\_

## Appendix B

### Induction Procedures

Welcome to St Mark's Catholic Primary School – we are sure you will be happy here and hope that your induction period is useful and informative. If at anytime you have any concerns or questions, please ask your induction mentor or any other member of staff.

Your Mentor is:

Your Induction Period will be from:

to:

During that time, you will have regular meetings with your mentor. You will meet every:

Activity	Date
1) The school: <ul style="list-style-type: none"><li>• Type of school, staff structure, names and roles</li><li>• Class organisation</li><li>• Plan of school</li><li>• Links with other schools</li></ul>	
2) Staff Handbook: <ul style="list-style-type: none"><li>• School timetable</li><li>• Rotas</li><li>• Registration procedures</li><li>• Term Dates, Diary Dates etc.</li><li>• School policies and procedures (awareness of policy file and copies of Health and Safety, Behaviour inc Anti-Bullying, Homework, Inclusion, Child Protection)</li><li>• Staff absence procedures</li></ul>	
3) Safeguarding <ul style="list-style-type: none"><li>• <b>Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings Safer Use of Technology Policy</b></li><li>• Designated Teacher information</li><li>• Positive Behaviour and Anti-Bullying Policy</li><li>• Fire and Emergency procedures</li><li>• School Security</li><li>• Safeguarding Training</li></ul>	
4) School Improvement Plan <ul style="list-style-type: none"><li>• Staff development</li><li>• Performance management</li><li>• Priorities within school</li><li>• School Mission Aims</li></ul>	
5) Tour of the school <ul style="list-style-type: none"><li>• Working area</li><li>• Resources</li><li>• Fire Safety</li></ul>	

<ul style="list-style-type: none"> <li>• Staff Toilets</li> <li>• Staff Room and work area facilities</li> <li>• Reprographics</li> </ul>	
<p>6) General Procedures</p> <ul style="list-style-type: none"> <li>• Tea/Coffee Money</li> <li>• Signing in &amp; out</li> <li>• Complete staff information record, including emergency contact details(Copy sent on appointment – to sign)</li> </ul>	
<p>7) Specific Details</p> <ul style="list-style-type: none"> <li>• Job description</li> <li>• <b>DBS clearance</b></li> <li>• Proof of Identity checked and copy taken</li> <li>• Address checked</li> <li>• Contract of Employment</li> <li>• <b>Confidentiality</b> (Copy sent on appointment – to sign)</li> <li>• </li> <li>• Performance management &amp; professional development</li> <li>• Planning, Preparation and Assessment Time</li> <li>• Trade Union or Association membership</li> </ul>	
<p>8) NQT – if appropriate</p> <ul style="list-style-type: none"> <li>• Career Entry and Development Profile</li> <li>• Agree schedule of Induction activities (half-termly lesson observations, meetings, professional development)</li> <li>• LA contact</li> <li>• NQT release</li> </ul>	
<p>9) Inclusion</p> <ul style="list-style-type: none"> <li>• Policy</li> <li>• SENCO</li> <li>• Support systems in and out of school</li> <li>• Resources available</li> <li>• Other relevant information</li> </ul>	
<p>10) Identified areas for Development during Induction Period</p>	
<p>11) Other areas</p>	
<p>12) Final mentor meeting of Induction Period</p>	

**I have received and I am satisfied with my induction process**

Signed: \_\_\_\_\_ (Staff)

Date: \_\_\_\_\_

Signed : \_\_\_\_\_ (Mentor)

Date \_\_\_\_\_