



## Child Induction Policy

**Date of last review:** July 2022



**Parbold Douglas CE Academy**

Child Induction Policy [Last updated: July 2022]

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## Parbold Douglas CE Academy

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### Introduction

Parbold Douglas CE Academy is an exceptionally happy place to be. Children at our school feel like they are part of one big family. There are few greater joys than welcoming new pupils to this family!

This policy sets out some of the steps we take to ensure pupils moving to our school are supported to thrive from day one.

**Please note:** This policy relates to pupils who have joined Parbold Douglas from other schools. Separate arrangements are in place to support the transition into school for our Reception new starters each September.

### Aims

The aims of this policy are:

- To ensure children feel a sense of belonging from the day they join Parbold Douglas.
- To summarise some of the steps the school takes to support new pupils to thrive.
- To give new children and their parents opportunities to meet and get to know other pupils, parents and staff.
- To enable staff to have a full picture of child's ability and any gaps that need addressing.
- To provide an effective admission and induction programme for all new children and their parents/carers.

### Induction Procedure

A member of the senior leadership team (SLT):

- Ensures parents' questions are answered. The parents will usually have attended a tour of the school with a senior leader, prior to submitting an in-year application.
- Arranges taster day[s] if required.

The school administrator will:

- Offer advice and provide information relating to practical arrangements, such as school hours, uniform, school meals, expectations and routines, PE, school activities and wraparound care (Duggies).
- Register parents to ParentApp for communications. Following this, parents will be sent a copy of the digital 'home-school' agreement.

### Taster Days

Arrangements may be made (at the parents' request) for the child to come in for one or two taster days. These are agreed with a senior leader before confirming dates with parents.

Staff will arrange support on the first morning:

- Identifying a "buddy" for the child.
- A guided tour of the school and introductions to staff.
- Show where classroom resources are kept.
- Talk through the class timetable and routines and support the child with morning routines.



### **First Week Parent Meeting**

At the end of the child's first week, their parents will be invited to talk to the class teacher at the end of school. The child will usually be present.

This provides an opportunity to discuss how the child is settling and how they are progressing with their work.

### **The First Few Weeks**

During the first few weeks, the class teacher:

- Makes a point of meeting the parents/carers at the beginning and end of the first day.
- Takes time to talk to the new arrival.
- Gives reading books to share at home.
- Involves the child in class routines , e.g. handing out books with another child
- Reads records from previous school [or chases up if have not arrived yet].

If any further support is required or need identified, this will be discussed with SLT, SENCo if necessary and with parents.

### **Policy evaluation and review**

The policy is reviewed every three years.

**Date of last review:** July 2022

**Date of next review:** July 2025

