

## Nene Valley Primary School

### **Admissions and Induction policy**

#### **Staff Induction**

New staff at Nene Valley Primary School are issued with relevant information on commencing their post. This includes:

- ✓ Induction Timetable
- ✓ School brochure
- ✓ Staff Handbook
- ✓ Job description
- ✓ Relevant diary/training days

In addition, a new staff member is allocated a pigeon hole for school information and a NVPS fleece jacket with logo.

On the first day the new member of staff meets with the Headteacher or Deputy Headteacher to discuss the induction timetable, routines, importance of the core values, child protection and other items to ensure that the induction process is as helpful as possible. They are then taken on a tour of the school to meet children and staff and to familiarise themselves with the school building.

Each new member of staff is allocated a mentor to talk to if they are not sure about any aspect of the job or school life. The Headteacher/Deputy Headteacher meets with each new member of staff regularly to review how the induction process is going. The staff handbook is an integral part of this process as it has key information regarding many aspects of school life that new members of staff can find out about.

During the first year staff will participate in either performance management or appraisal as appropriate. This will include a follow up to the induction process, identification of any further training needs as part of the continuing process of induction and valuing our staff.

#### **Induction for years 1 - 6**

All prospective parents will have opportunity to meet the headteacher, have a tour of the school and a copy of the school brochure, before completing the school's admission form to register their child. The school encourages the child to take part in the preliminary visit. The home school agreement and health form can also be taken away to be completed.

If they wish, parents can also come to school at a later time to purchase school uniform and make arrangements for fruit and milk at playtime.

On their first day children can come through the front entrance between 8.45 and 8.50 to be greeted and shown to their classroom by a member of staff, usually the head. Parents may go with their child if the child wishes.

New children are introduced to the class and sat beside a child who the teacher feels will help them to make friends and settle into their new school.

So that the teaching staff can provide work for the children that accurately matches their needs and abilities, during the first two weeks new children take part in induction tests (NfER) for reading, spelling, maths and non verbal reasoning. A phonics test is also conducted if the staff feel there may be gaps in their phonic knowledge.

Children from Years 2 to 6 also have an informal induction meeting with the headteacher about two weeks after starting our school, which lasts approximately 15 minutes. The purposes of this meeting are:

- for the child to meet the headteacher informally,
- to allow the head to begin to know the new child,
- to provide additional information to staff about children's personal likes, dislikes and interests
- to find out how the child is settling into our school

During their first term in school the head will meet the child over lunch to follow up informally on how the child is settling in and ask for the teacher's views.

### **Induction arrangements for Reception admissions**

In the Summer Term, once parents have been informed that they have a place here, parents will have opportunity to meet the headteacher, have a tour of the school and a copy of the school brochure. However, parents who request a visit before deciding whether to apply for a place can arrange that before completing the school's admission form to register their child.

Parents are invited to attend a meeting in school with the Headteacher, Key stage 1 team leader, class teacher, Nursery Nurse and Chair of Governors in the second half of the Summer Term. They will be able to find out more about what happens when their child starts school and will have opportunity to ask questions.

There will be an opportunity for a play / activity session for all the children, with their parent(s), in the afternoon during the second half of the Summer Term to begin to familiarise the children with their new setting. These will take place in the Reception classroom. The class teacher and teaching assistant will be on hand to meet the children and talk to parents about more specific issues, if necessary.

Children will begin school in the Autumn Term on a part time basis and build up gradually towards full time school. This is a **typical example**:

First two weeks	p.m. sessions only (1.30 - 3.30)
Next two weeks	a.m. sessions only (8.45 - 12.30)
Up to half term	a.m. sessions and lunch (8.45 - 1.30)
After half term	Full time if ready (8.45 - 3.30) or continue part time until Christmas if necessary, following discussion.

### **Appendices (available in school):**

1. Headteacher Induction questions for Y 2 - 6 children
2. Checklist for induction for new staff
3. Uniform list

Reviewed: Spring 2008

Next review:

Spring 2009

**Pupil Induction questions**

**NAME:**

**Date:**

1. What do you like best about school?	
2. What are your favourite subjects?	
3. What do you think you are good at in school?	
4. Do you like reading? Favourite book / author?	
5. What do you like least about school?	
6. What do you like to do to relax at home?	
7. What activities do you do when you're not in school?	
8. Do you have a computer at home? Do you use it?	
9. Is there anything else you'd like to tell me about yourself which might help us to help you at school?	
10. Other remarks / comments	

**Nene Valley Primary School**  
**Induction for new staff**

**Paperwork needed**

- Job description
- School brochure
- Staff handbook including core values & rules
- Behaviour and discipline policy
- Health and Safety policy
- Latest newsletter
- Ofsted summary
- Personal timetable
- Curriculum responsibility (teachers)
- Needs of a particular child / IEP (where applicable)

**Provide**

- Pigeon hole
- Bum bag & stickers (midday supervisors)
- Locker (support staff)
- School fleece
- Laptop (teachers)

**Discussion with head / deputy**

- Core Values / ethos
- Confidentiality / working in school
- Child Protection procedures
- Fire drill procedures
- CPD - creating a portfolio
- Appraisal procedures / line manager
- Clubs / personal interests

**Training arranged**

- Child Protection
- Physical restraint
- Any development identified at interview or induction meeting

**From Staff**

- CRB form completed

## SCHOOL UNIFORM

Parents are asked to send their children to school in the uniform agreed by the Governing Body. Wearing the school uniform ensures children look smart and feel part of their school community. The school colours are navy blue, white and grey.

### **The uniform is as follows:**

Navy blue sweatshirt (or cardigan) with logo (available from [www.yourschooluniform.com](http://www.yourschooluniform.com))

Short sleeved white Polo shirt with logo (available from [www.yourschooluniform.com](http://www.yourschooluniform.com))

Dark grey trousers, skirt or pinafore dress

Fleece jacket with logo (available from [www.yourschooluniform.com](http://www.yourschooluniform.com))

Navy blue or black shoes or sandals

Navy blue and white check dresses (summer) (available from [www.yourschooluniform.com](http://www.yourschooluniform.com))

Ski caps with logo (winter - available from [www.yourschooluniform.com](http://www.yourschooluniform.com))

Baseball caps with logo (for outdoors in summer - available from [www.yourschooluniform.com](http://www.yourschooluniform.com))

### **P.E. kit**

**All children need a PE kit in school, which includes:**

Navy blue PE shorts or black leggings

Pale blue T-shirt with logo (available from [www.yourschooluniform.com](http://www.yourschooluniform.com))

Navy blue jogger bottoms for children in cold weather

Trainers for outdoor games (plimsolls for younger children)

Drawstring gym bag with your child's name on it (available from [www.yourschooluniform.com](http://www.yourschooluniform.com))

Swimming costume and towel (KS2)

**Also available from [www.yourschooluniform.com](http://www.yourschooluniform.com):**

Reading book bag

A paint shirt is also a useful additional item to provide for your child in school as children are sometimes known to spill things on their clothes!

**Please ensure that all items are clearly marked with your child's name as all items look alike when removed!**

### **Jewellery**

No rings, necklaces or bracelets should be worn at school. Children may only wear one stud in each ear. These must be removed, or covered by a plaster from home, for PE or for any other occasion which the teaching staff feel may present a Health and Safety hazard. Children are not allowed in the swimming pool with any jewellery other than ear studs.