



Pupil INDUCTION Policy

Review frequency: Annually

Date approved: 25.07.2022

Approved by: FGB

Robin Hood Primary – PUPIL Induction Policy



We want all children at Robin Hood – and their families to be inducted in a robust manner. We want them to know what our school is all about and feel part of our school community quickly. There are several documents which support the induction process and three main points of induction for pupils at Robin Hood Primary School:

- 1) Induction to Nursery**
- 2) Induction to Reception**
- 3) Mid Year Induction**

Induction to Nursery

- Parents invited in to our Nursery setting – chance to ask questions and see the learning environment
- Key messages communicated around the importance of reading
- Child offered settling in sessions – key worker feeds back verbally to parent re how their child is settling in.
- **All About Me Booklet** completed
- Induction Leaflets sent out in paper form and in first language if necessary
- Tapestry Invite sent out to parent

Parents able to access an online Welcome Pack (at Parents Introduction Evening)

PACK 1:

- Welcome letter & Map of school
- YEAR GROUP WELCOME LEAFLET (Each year group has a transition leaflet each year)
- School Prospectus 2021-22 (Parent Induction Booklet)
- Visitor Safeguarding Info
- RHPS Privacy Notice
- School Uniform Information
- Learning Charter Poster
- FSM / PP Funding Application
- Holiday Dates 2022-23
- Attendance at Robin Hood Leaflet
- Healthy Packed Lunch Leaflet
- Tapestry Information
- Parent Pay Information. All parents will get a code and sign in for this when their child starts at RHPS
- Admission Form to update (with x4 contact details) – GREEN* Data Opt in consent forms

Induction to Reception

- Open morning and sessions offered to parents if they are considering selecting Robin Hood as their child's primary school setting
- Parents invited in to our Reception classrooms at Parents Introduction Evening – chance to meet staff / ask questions and see the learning environment. Get some information on the RBA / EYFS curriculum.
- Key messages communicated around the importance of reading

- Child offered chance to join in a Transition Day (July)
- Child offered chance to join in a smaller morning session (July) with parent workshop around reading
- If child has not attended RHPS Nursery – we will visit the child in the Nursery setting they currently attend. Communicate with this setting re asmt information.
- Autumn Term Learner Review with parent to discuss how their child is settling in.
- All About Me Booklet completed
- Induction Leaflets sent out in paper form and in first language if necessary
- Tapestry Invite sent out to parent

Parents given a Welcome Pack (at Parents Introduction Evening)

PACK 1:

- Welcome letter & Map of school
- FOUNDATION 2 TRANSITION LEAFLET (Each year group has a transition leaflet each year)
- School Prospectus 2021-22 (Parent Induction Booklet)
- Visitor Safeguarding Info
- School Uniform Letter
- Learning Charter Poster
- FSM / PP Funding Application
- Holiday Dates 2021-22
- Attendance at Robin Hood Leaflet
- Admission Form to update (with x4 contact details)

PACK 2: (to be given when child and parent come to ½ induction day)

- Reading with your child leaflet
- Marvellous Me & Tapestry Information
- Handwriting Example
- Healthy Packed Lunch Leaflet
- School Dinners Overview Example menu.
- Parent Pay Information. All parents will get a code and sign in for this when their child starts at RHPS
- Recent Newsletter
- Breakfast Club Leaflet
- After School Club Leaflet
- RHPS Privacy Notice / School Photo Policy
- RSE Policy and Charter – with links to the content of our RSE curriculum
- RHPS Medicines Letter and Admin form
- Example Autumn Term Project Organiser

MID YEAR INDUCTION

This Pupil Induction Policy relates to pupils entering the school at other than normal times. In our school the normal entry point would be at the beginning of Foundation Stage (Nursery (1) or Reception (2)).

Transition to a new school can always cause anxiety for the child (and the parent).

Starting mid-year can present additional challenges for the pupil, their parents and the school:

- Changing schools can impede pupil's academic and social progress. They may have difficulty adapting to different styles of teaching and learning and it can take their new teacher a while to establish their strengths and areas for development. Making new friends and settling into a new school can be a daunting prospect for children.
- Parents may worry about disrupting their child's education and be unsure about the best way to help them.
- The school will find target setting for each cohort difficult when the children are constantly changing.
- Practical arrangements for the induction of new pupils take considerable teacher time and the arrival of new children disturbs established friendship groups and can lead to an unsettled period for groups of children.

We hope that the measures outlined in this policy will help minimise the difficulties associated with mobility and ensure that pupils arriving at Robin Hood Primary School maintain their progress and settle happily into school life.

The Induction Process

Prior to Admission

As much information as possible, is collated prior to admission to support a smooth transition to Robin Hood Primary School.

Parents will have to visit the school with their child. The office staff will contact the child's previous school to gather information informally. Requests for pupil records will be made promptly on the morning of admission. All relevant paperwork, including an in school document that is shared with relevant departments e.g. SEN and Pastoral Care will be given to the parents and a meeting arranged with a member of SLT. **(Green New Starter form) Parents re given a "Welcome Pack" (contents as below)**

This meeting;

1. Provides the opportunity to discuss the background to the change of school and the child's needs in more detail and as a consequence, ensures that we can target any support quickly and efficiently to support the child and the family. Information will be passed to the schools SENco and Inclusion Leader for further action if required.
2. Builds relationships with the child and the parents.
3. Allows the school the opportunity to explicitly state our high expectations of behaviour and learning, attendance and punctuality and other important information about the year group they are entering. (Year Group Transition Leaflet is given out at this meeting)

Day of Admission

In order for children to settle into Robin Hood Primary School, admissions will be made quickly so that there is a minimum amount of disruption to the child.

Arrangements will be made for one of the Nurture Team to collect the child from our office, give them a brief tour of the school alongside a class peer (buddy) and then walk them round to their class and get them settled.

If there are a number of entrants at the same time or in a short period of time, the school reserves the right to spread the starting date across a number of half terms, to ensure quality of induction for each child and the time for staff to be fully prepared.

This also allows other new pupils to settle.

Morning One

Support on the first morning will include the following:

- Pick up from the school office
- A guided tour of the school and introductions to staff
- Time with the a member of the Nurture Team
- Identifying a “buddy” for the child.
- Label & organise personal resources and show where classroom resources are kept.
- Talk through the class timetable & routines and support the child with morning routines.
- Discuss the behaviour policy rules rewards & sanctions
- Playtime and Lunchtime support

By the end of the fortnight

- An initial assessment will be made to ascertain their reading, writing and maths and passed to the class teacher, this will include;
- Listening to the child read and establishing a baseline suggest a “best fit”
- Reading group.
- Complete a picture & writing “All About Me.” This will include a section relating to a child’s country of birth and culture.
- Maths assessment.
- Collect school record sheets and prepare/update.

First Fortnight Week Meeting

At the end of the child’s first couple of weeks their parents will be invited to talk to the Class teacher / Nurture Team link at 3.00 pm on the Friday afternoon. 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.

If there are no issues, the parents will be made aware of how they can contact the class teacher and SLT if they need to in the future. There will be an opportunity for the parents to request a further induction meeting after 4 weeks of the child being at Robin Hood Primary School

Parents given a Welcome Pack

PACK 1:

- Welcome letter & Map of school
- YEAR TRANSITION LEAFLET (Each year group has a transition leaflet each year)
- School Prospectus 2021-22 (Parent Induction Booklet)
- Visitor Safeguarding Info
- School Uniform Letter
- Learning Charter Poster
- FSM / PP Funding Application
- Holiday Dates 2021-22
- Attendance at Robin Hood Leaflet
- Admission Form to update (with x4 contact details)

PACK 2: (to be given when child and parent attend end of month meeting)

- Reading with your child leaflet
- Marvellous Me OR (EYFS) Tapestry Information
- Handwriting Example
- Healthy Packed Lunch Leaflet
- School Dinners Overview Example menu.
- Parent Pay Information. All parents will get a code and sign in for this when their child starts at RHPS
- Most recent Newsletter
- Breakfast Club Leaflet
- After School Club Leaflet
- RHPS Privacy Notice
- School Photo Policy
- RSE Policy and Charter – with links to the content of our RSE curriculum
- RHPS Medicines Letter and Admin form
- Current Term Project Organiser

To be adopted by the Governing Body on: June 2021

Review Date: June 2022

To help us get to know you at Robin Hood – we are going to ask you to fill in this All about Me information!

We also want to know where you have been at school before you came to Robin Hood and a little bit about your family and your heritage so we can best welcome you to our school.



ALL ABOUT ME

.....→

MY NAME

MY FRIENDS ARE

-
-
-

MY FAVORITE FOODS

I LIKE TO WATCH

-
-
-

I'M FEELING...

MY SUPERPOWER IS

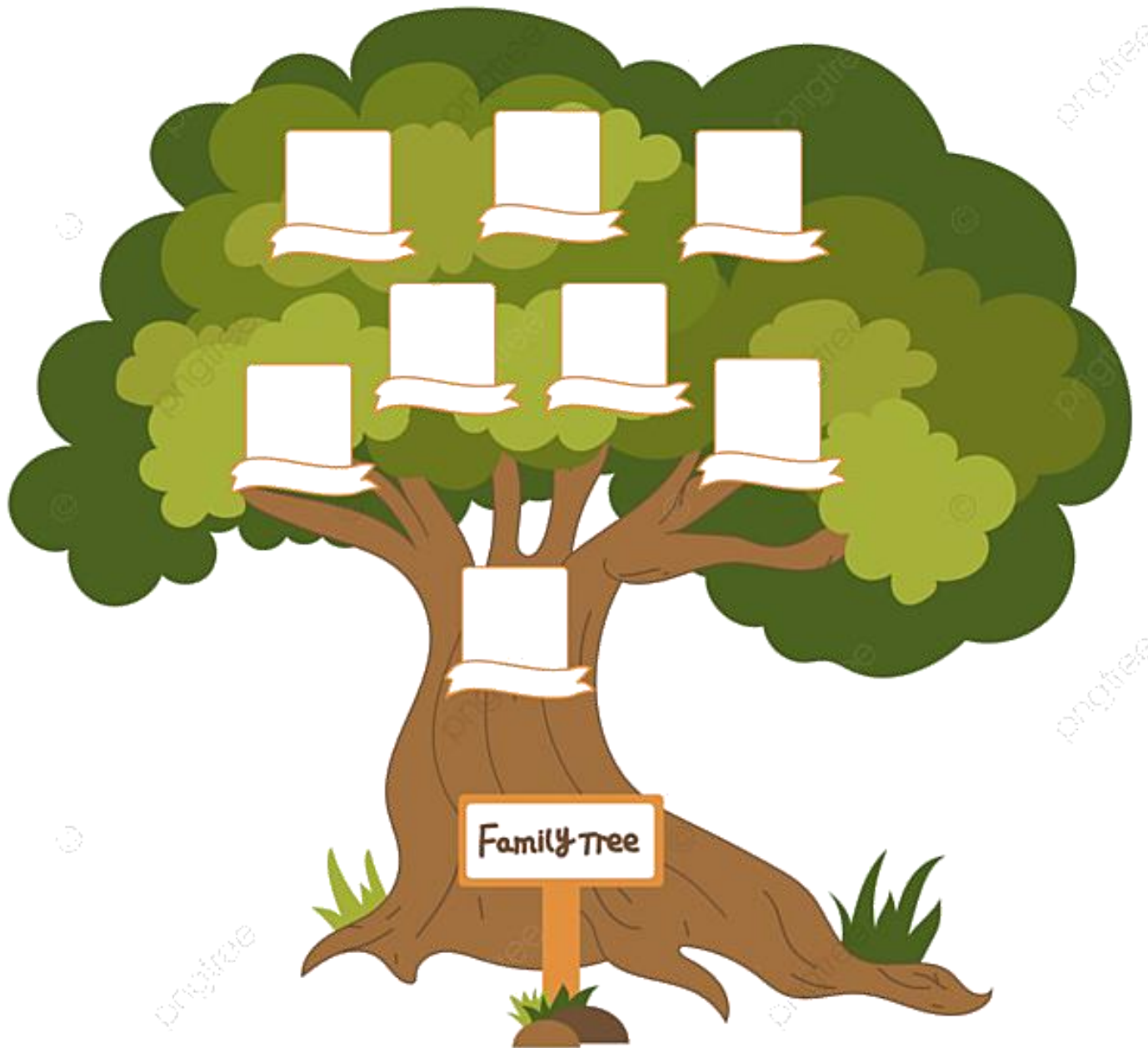
SELF PORTRAIT

3 WORDS THAT DESCRIBE ME

I'M REALLY GOOD AT

FAVORITE ACTIVITIES

-
-
-
-



My nationality is: _____

My first language is: _____