**TARPORLEY CE**

**PRIMARY SCHOOL**

**Let Your Light Shine (Matthew 5)**

Tarporley Church of England Primary School is a welcoming and friendly Church school that provides high quality education for children aged 4-11. As a Church school we hold our Christian Values at the heart of everything we do. These are: **LOVE, FRIENDSHIP, TRUST, HOPE, FORGIVENESS, JOY & CELEBRATION**



It is very important to us that the children are happy and experience the best education possible. We value strong links and a close partnership between home, church and school and recognise the importance of trust and shared responsibility in education

Pupil Induction Policy

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**Introduction**

This Pupil Induction Policy relates to pupils entering the school other than at the beginning of the Foundation stage. In reality we have a very high proportion of pupils who enter the school at other times.

This high mobility rate presents the following 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, areas for development and any additional needs. 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 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 Tarporley CE Primary School maintain their progress and settle happily into school life.

**The Induction Process**

There will be an established set of procedures for induction and support from a Teaching Assistant (either class based or reallocated).

The main elements of this process will be to:

* Collect as much information as possible prior to admission.
* Preferably admit pupils at the beginning of a school week.
* Provide two half-day Teaching Assistant support for each pupil admitted. The first morning to help with settling in and familiarise them with school organisation and routines, the second to gather information and establish an academic baseline.
* Establishing good contact with the parents by providing a welcome pack and arranging a meeting with the class teacher for the end of the first week.

**Prior to Admission**

Parents will be encouraged to visit the school with their child prior to admission.

Transition opportunities will be encouraged where ever possible.

Parents will be given the opportunity to meet with the SENDCO to share any additional needs.

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.

Parents will be given a new starter pack this will include the Home School Agreement for them to sign.

Arrangements will be made for Teaching Assistant support. The TA who normally works with the class will wherever possible, provide this support.

**First Day**

Support on the first morning will include the following:

* Identifying a “buddy” for the child.
* A guided tour of the school and introductions to staff.
* 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

**First Week Meeting**

At the end of the child’s first week their parents will be invited to talk to the class teacher at 3.30 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. Parents will be encouraged to utilise the reading record / homework diary for communication.

**End of Week 3**

KS1 – Meeting with parents / carers to discuss how their child has settled into school

KS2 – Teaching assistant to carry out a 1:1 meeting with pupil about how they feel they have settled into school. If concerns raised a meeting will be arranged with parents.

Reviewed: Summer Term 2023