

Hillside Primary and Nursery School

A Flying High Trust Academy



Induction Policy September 2024

To be reviewed: September 2027

Hillside Primary and Nursery School

Induction Policy

This policy outlines Hillside's procedures for induction of teaching staff, support staff, volunteer staff and new children.

The policy will be implemented in accordance with agreed aims and other relevant policies including, *Performance Management, Health and Safety, Equalities, School Improvement Plan, Safeguarding and behaviour.*

Dissemination

- Head teacher / Deputy head teacher/ Assistant head teacher/ SENCo/ SBM to ensure all contents of this policy are included during induction of all new staff.
- Where appropriate, staff must sign to say that they have read and understand the contents of this policy.
- All staff, volunteers and visitors must be made aware that the policy is kept on the school network and that paper copies are available on request.
- A copy maybe available on the school website.

Responsibilities

- Head teacher to review every three years
- Governor: Nicola Hornby (Chair)/ Ruth Hathersmith (training governor)

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Induction Policy

Introduction

Hillside Primary and Nursery School is committed to safeguarding and promoting the welfare of the children in its care. The induction program is a vital process that is undertaken to support newly appointed staff.

The induction of new staff, including support staff, is an important part of school life and essential in maintaining and developing the ethos of the school. The teaching staff are the schools most expensive resource and it is important that we invest time and effort to help each new staff member to settle in quickly and happily into school.

In order for pupils to reach their potential, they need to feel comfortable in their new surroundings and understand the expectations of them in terms of behaviour and learning. Therefore, the induction process needs to be swift and effective, especially in-year admissions of pupils.

An effective induction program is essential to maintain continuity of purpose.

The aims of this policy:

Our priority is to raise standards and improve the quality of education for all our pupils in a safe and welcoming environment. We believe staff who are well supported and confident in their roles will help achieve this more successfully. The Induction Policy and the Induction Procedures aim to provide all newly appointed staff, with a program of structured support and guidance appropriate to their role to enable them to:

- integrate successfully into the school or new role;
- consolidate their performance
- gain experience and develop professional expertise
- fulfil their job description successfully
- have opportunities for observation and discussion of their work with senior staff to discuss any difficulties that may be experienced
- identify their potential for career development and take advantage of opportunities for CPD
- have opportunities to join in and contribute to discussions on school policy.

Procedures

All new staff will be provided with a Staff Induction Program which will include information on safe guarding, child protection, health and safety, e-safety, the staff handbook, staff roles and responsibilities, first aid, SEN and the behaviour policy.

Supply Staff

Supply staff should be welcomed by a member of the Administration team. Their photographic identity will be verified and they will be issued with the appropriate visitor badge. They will receive, on the first visit, a handout which will detail the School day and expectations. The handout will also include information on procedures for safeguarding, and health and safety. The Supply teacher will be advised if there is to be a fire alarm test and will be asked to make themselves familiar with the escape route in the classroom they will be working in. They will also be shown the staffroom.

Teaching Staff

All new staff should be given appropriate induction advice, training and resources. This should include:

- The New National Curriculum
- Staff Handbook
- Access to Policy documents- on the server/ office 365
- Year group schemes of work
- Assessment advice, recording, reporting, resources and procedures
- Class list
- Child Protection
- Safeguarding
- Behaviour Policy
- Health and safety including Fire safety
- Information on whole school and year group resources, including ICT
- E-Safety
- Timetables
- PPA arrangements
- SEN information
- Roles and Responsibilities of all staff

A member of the Senior Leadership Team will ensure new staff are given a guided tour of the school, identifying locations of resources, procedures, staff and other relevant information.

All new teaching staff will be allocated a mentor to provide advice and support on a daily basis. The program created will be unique to the role of the staff member.

Newly Qualified Teacher's (ECTs)

Induction for newly qualified teachers will be provided, following guidance from the DfE and the LA. Induction advice and resources will be provided as for all teaching staff.

ECT's induction should

- match particular development needs, identified during training
- provide appropriate development related to the teacher's strengths
- identify targets to be achieved for the first year of teaching
- provide opportunities for the teacher and mentor to record agreed targets and an action plan for their achievement, linking the teacher's needs with the School Strategic Plan and targets.

All ECTs take part in a specific program of induction. This program may include: opportunities to visit schools to observe good practice; a planned program of training for curriculum, classroom management and personal development; regular discussions with experienced teachers involved in the program.

ECTs are allocated a mentor for day-to-day advice and support. ECTs teach 90% of the normal teaching day. ECTs take part in the normal monitoring procedures and are provided with feedback to support assessment and development of the new teacher's practice. Additional supportive observation and feedback is provided by their mentor. The Head, Deputy and Assistant Head are available to discuss any additional training needs and difficulties that may be experienced. ECTs may represent their year team in curriculum support and other working groups and may provide information for their year team from the consultant. They are not expected to take lead responsibility for a curriculum area in their year team.

Teaching Assistants

Induction information should include:

- Staff roles and responsibilities
- Information on the school with access to the Staff Handbook and policy information. Timetables and group lists for relevant classes
- Information concerning the child/children for whom they are responsible if appropriate
- Information on resources including SEN resources
- Information on assessment, record keeping
- Behaviour policy
- Safeguarding Policy
- Introduction to the computer system and E-safety
- Health and Safety
- Fire Safety
- Information on training opportunities
- Access to all policies
- Opportunity to comment on policy and practices.

All staff will take part in Performance Management procedures.

Administrative Staff

The Business Manager is responsible for the appropriate induction advice and training for administrative staff. Induction information should include:

- Information on the school, including the School Handbook
- The school aims
- Access to policies, resources and procedures
- Health, safety and security information
- E-Safety
- Staff handbook
- Training to implement school administrative procedures
- Access (including log in) to confidential information, where appropriate, on children, staff and resources
- Opportunity to comment on policy and practice
- Safeguarding Policy and Procedures

All staff will take part in Performance Review procedures. A review meeting should be held with the Business Manager termly during the first year to identify and provide relevant support.

Premises staff

The Site Manager, in liaison with the Business Manager, is responsible for the induction of all cleaning staff. Induction should include:

- Relevant information on the school
- The School Handbook and access to policies
- Health and Safety and Security issues
- The Staff Handbook
- Relevant information to help them carry out their job description effectively including guidance on safe use of chemicals and cleaning products and equipment
- Opportunities to comment on policy and practice
- Safeguarding Policy and Procedures

All staff will take part in Performance Review procedures.

Lunchtime Assistants

The Business Manager and the Senior Lunchtime Supervising Assistant are responsible for the induction of lunchtime staff. The senior lunchtime supervisor will act as the mentor for new lunchtime assistants. Induction should include:

- Relevant information on the school, aims and policies
- Information of Health and Safety
- The Staff Handbook
- First Aid, security and behaviour policies and procedures
- Safeguarding Policy and procedures
- Relevant information to help them carry out their roles effectively

Governors

Governors have a vital role to play in providing support, advice and guidelines for the school.

The local induction should include:

- Opportunities for a tour of the school meeting staff
- School Handbook including Staff Roles and Responsibilities
- Ofsted, KS2 test and EYFS information
- School and Governing Body Policy documents
- Governing Body and Committees' Roles and Responsibilities
- Dates and times of whole governing body Committee meetings
- Access to and information in previous governing body minutes
- Latest governing body report to parents and school newsletters
- Information on and access to governor courses

All new governors should be provided with support on information current policies and practice. The Governors' training officer should arrange to discuss the success of the induction to improve the quality and relevance of the induction arrangements.

New Children

We aim to integrate new children happily and successfully into Hillside Primary and Nursery School. The Class Teacher is responsible for arrangement for induction and will make contact with new pupils prior to their first attendance, where possible, and arrange a plan of visits for staff and children to meet during the spring and summer terms.

The purpose of this contact is to:

- Provide opportunities to gain the children's confident knowledge and trust in a known person
- Access and identify information on individual the child's and the cohort's progress
- Identify strengths and weaknesses, and make arrangements to match individual needs for support, welfare and SEN provision
- Provide relevant information to support the child(ren) in class appropriate to ability, behaviour, physical and emotional needs
- Provide information on aspects of transfer
- Manage induction visits to Hillside Primary and Nursery School for children and their parents.

The first week of the new school year focus on induction and setting expectations in terms of behaviour and learning following investors in pupil's framework. The class create an induction book that outlines all the key information a child would need to know at Hillside Primary and Nursery School.

Parents and Children Joining During The School Year

The Head teacher, Deputy, Assistant head or SENCO are responsible for the induction of new children and their parents.

The minimum program will include:

- Meeting with the Head teacher or Assistant Head teacher to discuss the child's needs and provide school information

- Guided tour around the school with an opportunity to meet the designated class teacher and class
- School Prospectus
- Behaviour Policy
- Uniform and PE requirements
- School dinner/lunchtime arrangements
- Opportunity for the child to spend some time in school with the class before joining full time if appropriate

The Class Teacher will be responsible for the day-to-day induction of the child providing:

- A copy of the class book
- A named buddy to support the child in daily routines
- Equipment – a reading book, exercise books, pencil and bag storage
- Information on homework, PE games, play/lunch arrangements, newsletters
- Assessment in liaison with SENCO to identify appropriate learning and emotional needs Pastoral support and parental contact

Volunteers/ students

The Business Manager and TA volunteer leader are responsible for the induction of parent helpers/volunteers/ students. The minimum program will include:

- Completion of the DBS process
- Guided tour around the school with an opportunity to meet the designated class teacher and class
- Student/ volunteer booklet
- Clear guidance on reading practice where appropriate
- Safeguarding Policy and Procedure
- Child protection
- Health and Safety Policy/Guidance
- Fire Safety
- E Safety

To be reviewed –January 2027