

Student Induction Policy

Introduction

The Principal and staff at Brompton Academy recognise that a thorough induction is necessary for new students joining the academy so that they are able to understand the routines and expectations of the school and are able to rapidly settle down to learning. We have a number of students who enter the school at other than normal times. This presents the following challenges for the student, their parents/carers and the academy:

- Changing schools can impede student's academic and social progress. They may have difficulty adapting to different styles of teaching and learning, and it can take their new teachers 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/carers may worry about disrupting their child's education and be unsure about the best way to help them.
- Practical arrangements for the induction of new students 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 students arriving at Brompton Academy maintain their progress and settle happily into school life.

The Induction Process

There are established procedures for induction, including support from the Admissions Manager. The main elements of this process will be to:

- Collect as much information as possible prior to admission.
- Provide support for students during the first and second morning to help them to settle in, and familiarise themselves with the academy organisation and routines.
- If limited information is available, students will undergo CATs testing to establish an academic baseline.
- Establish good contact with the parents/carers by providing information leaflet about starting a new school and make contact with the Admissions Manager for the end of the first week.

Prior to Admission

- Parents/carers will be encouraged to visit the school with their child prior to admission for interview with Admissions Manager to discuss

recent educational experiences.

- At this meeting they will receive information about; the expectations of Brompton Academy, required uniform, timings of the school day, the timetable, safeguarding and relevant information sharing.
- Parents/carers will also be asked to sign the following forms; medical and emergency contact forms, the behaviour contract, off-site consent forms, iPad contract and the ICT Code of Conduct.
- This meeting will provide an opportunity to respond to any questions the student or parents/carers may have.
- The Admissions Manager will contact the student's previous school to gather information.

Morning One

- Support on first morning will include identifying a buddy for the student.
- A guided tour to familiarise the student with the building and their classes.
- Talk through the timetable and routines.
- Inform about the Behaviour Policy and sanctions.
- Raise awareness of safeguarding and lines of referral.
- Meet their Personal Tutor and the Pastoral Manager for their Phase.
- Allocate iPad and take biometrics so as to access cashless catering.

Morning Two

- Meet with the Admissions Manager to clarify any issues.

End of first week

Parents/carers are invited in to meet with the Admissions Manager to discuss how the student is settling in.

End of a full term

- Review of student placement via termly outcomes and feedback by teachers and Personal Tutor. Complete feedback form.

Reviewed: September 2018 (Mark Cawthorne)

Next Review September 2021