

Wicklewood Primary School and Nursery



New Pupil Induction Policy

Responsible Person

The person for the updating of this policy is: The Headteacher

Review and Monitoring

This policy will be reviewed every 2 years by the operational committee.

Reviewed:

Signed: (Chair) Date: 8.2.17

Signed: Julia Brooks (Headteacher) Date: 8.2.17

Next Review due: Spring 2019

Starting in Nursery

- Home visits by child's keyperson.
- Written welcome handbook and 'All about me' document for the child and parent to complete, keyperson gains knowledge about child's routines, likes, dislikes etc to enable to match this.
- Families have the opportunity to spend time getting to know their key person.
- Transition visits to Nursery before start date.
- Speak to the parents at the end of a session.
- Comforter, favourite toy or transitional object from home.
- Sharing Information with other settings if the child attends more than one.
- Home/Setting contact books.
- Information gathered from any other professionals who are involved with the child and family.

Starting in Reception

- Transition mornings from Nursery to Reception in the Summer term
- Transition Booklet
- Transition meeting with nursery staff
- Home visits by Reception teacher
- Evening meeting in Summer term for all parents of Reception children to outline procedures and expectations

Starting any time after Reception September entry:

- If possible, speak to the parents of the new child prior to their starting
- If required, arrange for a child already in the class to meet up with the new child before he/she starts
- Arrange, if possible, a short visit (afternoon is ideal) for the child to spend time in the class before he/she actually starts.
- Ensure they have all the books and equipment they need for lessons,
- Provide one or more "buddies" to look after the new child in the first few days
- Speak to parents at the end of the first day, either in person, or through a phone call
- Arrange an appointment at the end of the first two weeks to discuss how the child is settling in and any issues that may arise
- Follow up with a phone call at the end of the first half term to talk about how their child is progressing and making sure that the parents have all the information they want/need

Buddies:

- Show the new child around the school
- Show him/her where to put coats, bags etc
- Make sure they know the lunchtime routine (including what to do with dinner money) and stay with them for lunch for the first couple of days.
- Make sure the new child is not left on their own during break or lunchtime

