

# **Wicklewood School**



## **New Pupil Induction**

**Reviewed 10<sup>th</sup> February 2016  
by the Staffing Committee**

## **New pupil induction**

### **Starting in Reception**

- Transition mornings from Nursery to Reception in the Summer term
- 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

