

# **Drumahoe Primary School**



## **Policy for Induction**

## **POLICY FOR THE INDUCTION OF PRE-SCHOOL CHILDREN**

### **Principles:**

- To give children and parents as much information as possible about Drumahoe Primary School and the education we provide;
- To give the children a secure and happy start to their education, while causing minimal disruption to existing pupils;
- To begin a partnership with children that will be lasting.

### **Why?**

We place great emphasis on two elements of induction. Firstly, the provision for pre-school children on their initial visits to school needs to be sensitive and well-balanced. Secondly, we feel that there should be an adequate provision of information to parents explaining our induction programme, giving ample opportunity for questions to be asked and answered and offering advice on key elements such as pre-reading and writing skills.

Although we recognise the wishes of some parents that children should begin full-time school as soon as possible, we do not feel that a very short induction is necessarily in the best interests of the children. Our induction programme has evolved over time in the light of experience and in consultation with parents, and we now feel that we have achieved a well-balanced system which provides all children with a secure, happy start to school.

### **Procedures**

The parent's first contact with the school may be with the Principal to request a place for their child. Before parents have decided that our school is their choice, they are invited to look round the school.

Once places have been offered, parents are invited to an Induction meeting. At this meeting they meet all of the P1 teaching staff and are given our school prospectus and Induction Pack. The induction programme is outlined and explained. Information is given about the school. These areas are highlighted:

- Attendance
- Punctuality
- Appropriate uniform
- School rules
- School routines
- Partnership with parents

This session is kept informal and we offer opportunities to ask questions and to look round the school.

The child's first contact with school is with classmates and parents in an informal play session where they meet their teachers, classroom assistants and each other.

We do not disrupt the education of existing children any more than is absolutely necessary, and so the remainder of the induction programme continues in September.

In September, the children have a staggered intake and it is school policy for the children to only stay until 12 noon for the first 2 weeks.

It is also our policy to admit the youngest children first as well as those who have siblings in school. We believe that by doing this it gives all children the best possible start as the youngest children can take the longest time to settle in school. By admitting them first it allows them more time to become familiar with the school and its routines and be more settled and less disruptive when part of a large group. By week 3 of term all children are full-time.

## **INDUCTION POLICY FOR POST P1 CHILDREN**

### **Principles**

- To ensure that each child's transition to Drumahoe Primary School is a smooth one
- To provide continuity in each child's education
- To make each child's start a happy and successful one

### **Procedures**

Parents are encouraged to bring their child to school to look round and meet his or her new teacher before the actual date to be admitted.

An induction pack is given to each child containing:

- A holiday list
- A uniform list
- An emergency contact form
- A list of school routines and rules
- A list of school times
- Discipline policy
- Data protection form
- Helping in school letter
- A variety of welcome sheets

On the day the child is to be admitted, parents are asked to arrive at the school office at 8.50 a.m. The Principal or Deputy Principal will take the child and parents to the class where the class teacher will be waiting or the teacher will come to collect them.

During the first two days, teachers will make initial assessments in the core subjects of Maths and English so that there is continuity in the child's education.

All the children at Drumahoe Primary School are encouraged to be as welcoming as possible to new children so that each child's start is a happy and successful one.