



Ombersley Endowed First School

Induction Policy

Aims

It is our aim to ensure that our Induction process at Ombersley enables every parent and child to feel welcomed, prepared and informed about starting their partnership with our school.

Prospective Parents

When you contact the school you may make an appointment to have a tour of the school at your convenience. This will usually be conducted by the Headteacher, or School Finance Administrator. Alternatively or additionally you may visit for an Open Afternoon when the Year 4 children will give a tour of the school.

Reception

If your child is starting in Reception you will receive a letter inviting you and your child to a series of four induction sessions.

Induction sessions: These include morning or afternoon sessions for your children to be with the class teacher and teaching assistant in a variety of situations, e.g. Forest School, Outdoors, and Classroom activities. There is a varied range of provision at these induction sessions and it allows the children to become comfortable in their new classroom. Children who have attended our school Pre-School will also be able to attend these sessions. Home visits are available for parents who would like one and the class teacher liaises with each individual nursery to ensure information about children is shared and passed on.

Parent Meetings: There are two meetings for parents of new intake pupils. The first meeting is for information sharing by the head teacher and the class teacher. The second meeting is attended by the Headteacher, Administrator, Finance Administrator, Governors, a current Reception parent and a member of Friends Committee to answer questions and share further information about starting school.

Information: You will be given an Induction Booklet which includes forms that will need to be completed and returned to the school. There is a lot of information in this booklet that will help you to feel prepared. It is vital that the consent forms are returned to school before the children start in September.

Phased start/finish times: All Reception children have the option to start part time for 2 weeks if parents wish. All children are welcome to attend full time and for most children this enables them to have the smoothest transition into school. We review part time attendance on a case by case basis. Parents are welcome into the classroom to settle your child for the first 2 weeks and then the children line up on the playground with the rest of the school **School starts for all children at 8:45am.** Pupils may start to arrive from 8.35am. We will discuss each individual child's needs during the induction process and ensure that the best decision is made for you and your child. Morning only sessions will end at **12 noon** and full day ends at **3pm.**

Post Reception

If your child is entering the school at any time in the school year other than at the start of Reception you will also be able to arrange an appointment to view the school. You will be asked to sign a Home School Agreement and consent forms. Your child will be paired with a Buddy who will help them to find their way around school and explain systems and routines. All children are integrated quickly into the school and the adults are very approachable and will give whatever support is needed. You are welcome to phone or come in with any queries.

Signed: C Moore

Date: October 2019
Review date: Autumn 2021