**Strabane Controlled Primary School**



**Induction Policy for**

Date approved by

Board of Governors: 3rd October 2017

Review Due: October 2020

**P1 and Post P1**

Date approved by

Board of Governors: June 2022

Next Review Due: June 2026

Date approved by

Board of Governors: 3rd October 2017

Review Due: October 2020

Date approved by

Board of Governors: 3rd October 2017

Review Due: October 2020

**POLICY FOR THE INDUCTION OF PRIMARY ONE CHILDREN**

**Rationale**

This policy is designed to support the transition from preschool/Nursery to Primary supporting the initial induction process.

**Principles:**

* To give children and parents as much information as possible about our school and the education we provide;
* To give the children a safe, secure and successful start to their primary education, while giving the teachers and assistants an opportunity to get to know the new pupils individually;
* To begin, and in some cases for those transferring from the Nursery continue in a partnership with children and their parents that will be lasting and will continue through their primary years.

**Implementation**

Why do we have an induction?

* The provision for primary school children on their initial visit to school needs to be sensitive and well-balanced but with a view towards a more formal learning environment.
* 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.

**Procedures**

The parent’s first contact with the school may well be with the Principal in confirming/requesting a place for their child. Parents have the option of having a look round the school and or watching the tour video online.

Once places have been offered, parents are invited to an Induction meeting. At this meeting they meet all of the Primary One staff and are given a welcome pack including 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

The parent sessions are split into two groups and consist of a presentation from the principal outlining the starting school booklet and key points on power point. The prospective pupils leave the hall and go to the P1 classroom for an informal play session. Parents then join their child in the P1 play session and we offer opportunities to ask questions and to look round the Junior area of the school.

Our settling in process is focused around building confidence and so to motivate the child to come and settle into school independently. The parent is encouraged to hand over their child to the staff at the Junior gate where the child is then directed to the P1 group area. Until the end of the first full week, pupils in P1 will go home at 12.45pm. The beginning of their second full week will allow pupils who have transitioned successfully, to extend their day until the normal home time of 1.50pm.

The majority of pupils will be able to cope with the full P1 day very quickly.

Pupils who have difficulty settling into P1 will warrant additional support from both the P1 staff and support agencies where required.

For those pupils with exceptional difficulties it may be necessary to extend their settling in period. In such situations a reduced timetable may need to be implemented. The implementation of this will only be effected in agreement with the parents. In such circumstances, flexibility on staff and parents’ behalf is critical to ensure a successful outcome for the pupils.

We do not disrupt the education of existing children any more than is absolutely necessary.

**INDUCTION POLICY FOR POST P1 CHILDREN**

**Principles**

* To ensure that each child’s transition to 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
* Permission’s form
* A list of school routines and rules
* A list of school times
* Relevant policies
* Data collection form

On the day the child is to be admitted, parents are asked to arrive at the school office at 9.00 a.m. The Principal or Vice 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 few weeks, teachers will make efforts to ensure the previous school sends all assessment outcomes which the child has already completed and will conduct initial assessments in the core subjects of Maths and English so that there is continuity in the child's education.

All the children at Strabane Primary School are encouraged to be as welcoming as possible to new children so that each child’s start is a happy, safe, secure and successful one.

**Ratified by Board of Governors on: June 2022**

**Date of Next Review:   June 2026**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair of Board of Governors)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)**