

**St Andrew's CEVC Primary School, Great Yeldham**

# **Induction of New Pupils**



**WELCOME**

**Reviewed by Maria Trappitt  
(April 2010)**

**St Andrew's CEVC Primary School  
Church Road  
Great Yeldham  
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CO9 4PT**

<p style="text-align: center;"><b>St Andrew's CEVC Primary School</b> <b>Great Yeldham</b></p>
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### **Guidelines for the Induction of New Pupils**

The majority of new pupils join St Andrew's CEVC Primary School having attended Acorns Pre-school. An Early Admissions Policy is in operation so that all of the children are admitted in school in September of the academic year they are five.

A meeting is held on an evening in June, prior to the admission in September, to meet parents/carers and to give them information about the school. The Head teacher, the Early Years teacher, the Key Stage One teachers and the Learning Support Assistants are in attendance. The Leader and the Deputy Leader of the Pre-school also attend and the School Nurse is invited. Refreshments are served at the meeting.

The Head teacher begins the meeting by welcoming all the parents and introduces the staff and other visitors. The Early Years teacher then outlines the expectations of the children during their first year at school and shows parents examples of the work that will be covered by the children. Issues such as procedures on arrival, playtime and lunch time are discussed. (For further details see Early Years Policy.) The Key Stage One teacher talks about continuity and progression in years 1 and 2 and SATS in year 2. Information packs, including prospectus, are given to all parents/carers well in advance of the meeting, where possible. Parents/carers are encouraged to ask questions.

The children who attend Acorns are already very familiar with the surroundings of the school. The children attend class assemblies, church events with the school and school productions. They regularly use school facilities ie toilets, hall, wildlife area and playground. The Early Years teacher will visit the pre-school.

As children come to the end of their time in Acorns pre-school, we are careful to prepare them for their move to their new surroundings and full-time education. All pupils who are in the term of their fifth birthday on arrival (LEA requirements) will attend full time. The others will attend part-time during their first two weeks at school. Parents will be informed of the times during induction evening. The parents/carers/grandparents of both Reception and Early Years children will be requested to attend a minimum of two part-time sessions to work alongside their child. The Early Years teacher during this time will get to know both parent and child together. The parents/carers will be given the opportunity to visit other classes and areas of the school to become familiar with daily routines and learning and teaching practices.

Following this meeting parent/carers are invited to attend a reading/phonics/writing session, which explains the school's learning and teaching programmes for the Early Years, in these areas. The school's aim is to support parents with reading, phonics and writing at home. An introduction to Early Years

mathematics is also available, later in October, to enable parents/carers to support their children's learning at home.

### **Children who do not attend Acorns Playgroup**

The children are welcomed into the school to spend time with their new class and teacher, prior to them attending full-time, where possible. Parents/carers are invited to attend all the induction meetings as described above.

### **Children transferring from other schools**

The parents will meet with the Head teacher. They are given a tour of the school and will meet other pupils and staff. The child will be given the opportunity to spend time with their class to meet the teacher and the other children. The parents are given a pack of information, including the school prospectus, and any other relevant information. The class teacher ensures that the child settles into the school routine and makes friends. The class teacher monitors the child and liaises with the parents to ensure that the transfer is positive and meets the needs of the child. Records are requested from the child's previous school so that continuity and progression can continue. A follow up appointment with the Head teacher, after the child has been in school for 6 weeks, will be offered where necessary. The meeting will enable parents to discuss any concerns they have about their child's transfer and will help establish and reinforce the school's 'open door' policy.

Reviewed by Maria Trappitt **May 2010**

Shared with Staff **May 2010**

Shared with Governors **June 210**

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