



Pupil Induction and Exit Policy

Aim

- To ensure that pupils are able to make purposeful and sustained progress from their first day at Derby School and from their first day at their next school.

Induction

Early contact

- Parents are encouraged to contact the school in advance to request a brochure and to book a date for registration.
 - a) Secretary regularly sends updated brochures and registration contact details to all units.
 - b) School website, Gateway and The Osnabruck Guide reinforce the importance of early contact with the school.
- Where feasible, new pupils and parents are given access to our <http://osnabruckhellogoodbye.21publish.com> weblog.

Day before admission

- Registration, tour of the school and a brief induction mentor interview take place before the pupil's first day, allowing teachers time to follow up learning issues and to make appropriate preparations.
- Parents and new pupils must be introduced to the HT or a member of the SLT.
- Registration (including advice on bus registration with the SSO) is managed by the Secretary.
 - a) Secretary takes digital photo of new pupil and adds the picture to Welcome to Our School board in reception.
 - b) Parents complete form giving contact details, details of health issues, number of previous schools, address of previous school, ethnicity *etc.*
 - c) Secretary initially allocates new child to a class taking into account pupil numbers and class distributions of boys and girls and SEN children.
 - d) Records from previous school are requested from parents by secretary, S2S website is searched for common transfer form and, where records are missing, previous school is contacted (possibly with help of 'Find a School' website <http://www.direct.gov.uk/EducationAndLearning/Schools/fs/en>).
 - e) Secretary updates Integris with details of the registration, including the pupil's UPN and details of grades achieved in KS1 and KS2 statutory assessments.

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- Receptionist sorts out dinner money.
- Storeman sells school uniform.
- Y8 pupils take guided tours of the school.
- Pupil Induction Mentor interviews new pupils and parents.
 - a) Learning profile (academic and character profile) of new pupil is built up through questioning and recorded on form by induction mentor.
 - b) Induction mentor confirms choice of class with the secretary. Where necessary, the induction mentor liaises with year leaders as soon as possible as to allocation of class.
 - c) Induction mentor asks the family to bring the child to the front office on the first day, five minutes before the start of the day, and asks the class teacher in advance to remember to meet the child and parents on the first day.
 - d) Details of learning profile and NCT results are passed on to the child's new class teacher and copied to all subject teachers by induction mentor.
 - e) Induction mentor displays details of new pupil in the staff room using multi media projector slide show (name, class, digital photo and one thing that's positive, personal and memorable about the child).

First day

- Class teacher and induction mentor meet the new child and family five minutes before the start of school and show the child to their new classroom.
- Class teacher will have lesson timetable, homework timetable, homework diary and locker organised in advance.
- Class teacher and induction mentor introduces new pupil to the class and allocates a 'buddy' to introduce the new pupil to teachers throughout the first week, to show the pupil how the lunch routine works and how to catch the correct bus at the end of the day.

First week

- The new pupil is welcomed in assembly.
- New pupils working with their buddies are supported by induction mentors to visit the <http://osnabrukhellogoodbye.21publish.com> weblog and the school website.
- Secretary works closely with induction mentor to ensure NCT results are updated on Integris and Target Tracker.
- If NCT results are still outstanding, HQ SCE is contacted for help (Rob McGarry) by induction mentor.

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- Where necessary, induction mentor arranges for new pupil to take initial screening tests.
- Teachers are encouraged to give feedback to class teacher and induction mentors about learning made and settling in during first week.

Second week

- Induction mentor reviews learning and settling in with new pupil and arranges contact with parents and class teacher (usually a meeting after school for the child, parents, class teacher and induction mentor).
- Secretary removes photo of new child from Welcome to Our School board and sends home form seeking parental response to the pupil induction programme (choosing to seek responses from 1 in every 10 new families).

Sixth week

- Induction mentors check with new pupils to make sure all is well.



Exit

- Parents notify the school that their child will be leaving.
- Secretary sends home form requesting details of the leaver's next school.
- Common transfer form is updated (secretary sends round paper copy to teachers for latest assessments) and is sent electronically and on paper to the receiving school.

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- Books and folders are sent to the office by teachers.
- Secretary prepares two envelopes - one with books and folders is given to the parents, the other containing common transfer form, last annual report, attendance printout, SEN reports *etc.* is mailed to the receiving school once we have been notified that the child has arrived (a copy is retained by the school).
- On the last day leavers allow their sweatshirts to be signed and bring in sweets for their class.
- Parents are invited by the secretary to pick up their child at the end of the final day, to say goodbye to staff and to take home books and folders.
- DHT runs a regular lunch-time club for leavers concentrating on the activities supported by the <http://osnabruckhellogoodbye.21publish.com> web log.
- Access to <http://osnabruckhellogoodbye.21publish.com> is maintained for up to one year allowing contributions to be posted with text, audio, photos and video of new schools and continued contact with friends.
- Lists of schools we send pupils to are kept by the secretary on Integris together with forwarding addresses.
- A monthly list of pupils leaving the school, together with contact details, is produced for teachers to follow up issues where necessary that need to be forwarded to receiving schools.