



Pupil Induction and Exit

Aim

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

Induction

Early contact

- Parents are encouraged to contact the school in advance so a school prospectus can be sent and a visit arranged.
- Parents are given the school website address www.robertbrowningschool.ik.org

Prior to admission

- Tour of the school and brief introduction to class teacher to take place.
- Parents and pupils to be introduced to a member of the SLT.
- Registration is managed by the school secretary;
 - (a) All registration forms completed including contact details and health issues, photograph and trip permission form, home school agreement and bullying policy.
 - (b) Records from previous school are requested (if not accompanying child) any records received passed onto the class teacher.
 - (c) Parents given Bus information.
 - (d) Lunch time discussion.

First week

- Class Teacher and T/A follows induction list;
 - (a) Class books, reading books and reading record, home/school diary.
 - (b) Allocates child a buddy.
 - (c) Photograph of child for the welcome board.
 - (d) Complete any base tests (phonics, reading).

- (e) Coat and tray label.
- (f) Letter detailing class timetable (i.e P.E, library, book changing days).

- Pupil welcomed in assembly.

Second week

- LSA3 to complete pupil questionnaire, check pupil has settled and induction list completed at the end of the pupils first week.

First month

- Pupil welcomed in school newsletter.

EXIT

- School notified of pupil leaving.
- Secretary sends home Leavers information form requesting details of next school.
- Pupil leaving mentioned in newsletter.
- Pupil leaving mentioned in assembly.
- Secretary prepares leavers envelope and checklist

Office

- (a) Personal File.
- (b) DfEE end of Key Stage form.
- (c) Curriculum Attainment Statements.
- (d) Dinner Bill cleared.
- (e) Book Club cleared.
- (f) Forwarding address.

Class teacher and T/A

- (a) Leaving report.
- (b) Record sheets including SEN documents.
- (c) Levels of attainment document.
- (d) Reading record.
- (e) Maths record.
- (f) Exercise books.

- (g) Reading book returned.
- (h) Library book returned.
- (i) PE kit taken home.
- (j) Leaver card completed and given to child.

- Leavers envelope passed to and signed by H/T day before pupil leaves.
- Parents collect and sign for all documents on leaving day.