

Induction of pupils/families with additional needs



At Stretton Handley CE (VC) Primary School we will:

- Take account of the whole child – their cultural, linguistic and academic needs recognising the positive contribution newly arrived children can make to our school.
- Welcome new arrivals with a whole school approach. We ensure that we have a carefully considered process for welcoming new arrivals.
- Learn about the interests, likes and dislikes of the child so that they have the smoothest transition possible.
- Build partnerships with parents as an essential element of working with newly arrived children.

New pupils to Stretton Handley CE (VC) Primary School will be inducted according to the actions in the flow chart below.

New pupils induction flow chart

Pupil/family requests school place



School office staff obtain admissions information



School office arranges date for parent/carer to meet Head teacher or Senior Teacher for parent meeting and tour of school. Set date for pupil starting school, ensuring that this is after the parent interview date and as soon as possible after initial request for place



If necessary, arrange additional support for the meeting.



Inform class teacher of pupil's name and start date.



Meet parents/carers on agreed date, using school admission forms/parental permissions. Give out a school information and website address. For pupils that have additional needs, meet and discuss with SENDCO.



Take pupil and family on tour of school, Explain uniform requirements, school meals, arrangements for trips, equipment and PE requirements etc.



Introduce pupil/family to class teacher. If convenient, introduce pupil to new classmates.



Wherever possible, Head teacher/ Senior Teacher to make contact with previous setting to ensure a smooth handover and up to date information. Information about any pupils with additional needs of safeguarding concerns will, wherever possible, be passed on by the SENDCO or DSL and a face to face meeting to take place.



Pupil information passed to class teacher



Pupil starts school



Text/phone call/face to face contact with parent to update them about how pupil has settled in. If required, regular update