



AIRDALE INDUCTION POLICY STATEMENT

Belief Statement

We believe that it is the right of all staff to be inducted into the Airdale Primary School community (its policies, routines, philosophy and communication systems) in a way which enables them to perform their teaching duties effectively, and thereby provide the best possible learning environment for children.

Methods of induction:

Knowledge of, and familiarity with, school policies, routines, communication structures, curriculum objectives and the 'thinking' of the school will come from:

- The 'administrative procedures book' and staff induction which is reviewed in the first two pupil-free days of the year, a copy of which is given to each new staff member. Staff coming into the school **during** the year eg. contract staff will be required to 'go through' the 'book' with others at Staff meeting.
- Staff meetings.
- Term planner - as a source of information of the terms/years activities
- Group meetings (weekly in Term 1).
- The "Day Book" as a source of information on the week(s) to come.
- The "Purple Pipeline ", a fortnightly newsletter to parents which often prints school policies and the reasons for them, as part of the induction/T & D process for parents.
- A 'buddy system' where new staff are 'paired' with a knowledgeable staff member or group who are a first reference point. If you don't know the procedure, ASK!!!
- Formal and informal discussion with either the Senior Staff during NIT, incidentally, or at negotiated meeting times.
- Observation of the "Bulletin Boards" (daily events) which shows timetables, conferences etc.

Induction of Parents:

Parents have a right to gain knowledge of, and familiarity with, school policies, procedures, communication structures, curriculum objectives and the 'thinking' of the school. This can occur through:

- a. Senior Staff discussion with parents of enrolling students.
- b. The Parent Information Folder which is given/sent to all new parents.
- c. The "Purple Pipeline"- the school newsletter which is sent home to parents each Thursday. This "Newsletter" regularly addresses policy and procedure issues.

Induction of students:

New students (eg children transferring into the school) have a right to have knowledge of the physical aspect of the school and its policies which may affect their transition into the school learning environment. This may occur through:

- a. The use of the 'buddy system' where another student shows the new student the physical aspects of the school and procedures eg toilets, the Canteen facilities, in-bounds areas etc.
- b. Class teacher discussion with the student - child's learning skills, class 'thinking'/rules, expectations.
- c. Senior Staff discussion re the school's Student Behaviour Management policy.