

HANSLOPE **Primary School**



Induction Programme for Newly Appointed Staff

Reviewed January 2008
For review: as required
Senior Management Team

Hanslope School Induction Record

Name	Position
Induction starting from:	Mentor

Introduction

Induction of all staff and particularly new teachers into school has as a key feature the need for you to be ready to assume almost full responsibilities from the first day. In other professions you would not necessarily expect to have contact with clients immediately but to spend time getting to know how relevant systems work. Schools by the way they are organised and operate are different organisations and in many respects whether we like it or not you are required to hit the ground running. This induction procedure is designed to support you during your initial settling in period and as a minimum point you towards the essential routines, policies and procedures we use at Hanslope School.

Main Points

- The induction of all newly appointed staff initially covers a period of 2 weeks.
- It is recognised that some aspects of your induction will take longer to achieve.
- During the induction period you will be supported by a mentor.

During induction you should:

Become familiar with all parts of the building

Meet the staff team with whom you will be working most closely.

Be introduced to all other staff

Get to know quickly basic everyday routines

Familiarise yourself with important policies and procedures

Follow up

After a one month period you should meet with the head teacher to discuss your progress. This record of your induction should be copied to the head teacher and the original used as the basis of your own professional development file.

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Key Staff You Need to Meet

You should arrange to meet with the following and to record the date when achieved:

Name	Responsibility	Date seen	Reason
Bridgette Bishop and Iris Canning	Administrator		To understand procedures relating to registers, absences, money, bus passes, telephone messages, ordering stock & equipment. To be trained in the use of copying equipment. To be trained in the use of the telephone system. Staff contact numbers
Maggie Barnett	Site Manager		To be introduced to cleaning routines, to understand security procedures and to receive school keys.
Chris Small	SenCo		To gain an understanding of the special needs policy and of the ways in which children with SEN are supported in school.
Chris Czornyj	KS2 Manager		To gain an understanding of the school procedures relating to KS2
Sally Hulme	KS1 Manager	(if appropriate)	To gain an understanding of the school procedures relating to Early Years/KS1
Wendy Wenham	Deputy Head		To gain an understanding of the main priorities in the School Development Plan.
Becky Smith	After School Manager		To find out the arrangements for After School Clubs
Beryl Protheroe	Senior Midday Supervisor		To become aware of lunchtime routines
Nicole Zastron	Teaching Assistant		To gain an understanding of the school's policy with regard to administration of medicines

N.B. There will be other key personnel within your area of the school who are important for you to meet. Your mentor will direct you accordingly.

C:\Documents and Settings\Steve Wilson\Desktop\Active Tasks\Hanslope\Staff Induction Policy.doc

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Further staff discussions

Record here other discussions you may have had during the induction period as suggested by your mentor.

Name	Responsibility	Date seen	Reason

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Basic Routines

You will need to talk to your mentor preferably before you start work about the basic routines which we all work around. This will include:

Timetable - especially start and finish times	
Playground routines	
Attendance, dinner and bus registers	
Organisation of assemblies through the week	
Special health issues relating to children in class	
Other special needs issues	
Access to stationery and materials	
Agreed use of exercise books	
Location of pupil records	
Getting changed for PE and Games	
Golden Rules	
Circle Time	
Gold Awards	

School Policies

During your induction you will also need to familiarise yourself with a wide variety of important policies and procedures. You should look to your mentor as well as colleagues in your team for support and discussion. In most cases it is sufficient simply to know where the information on specific policies is kept rather than to have read every document.

Health and Safety Policy

Child protection policy

Administration of medicines to children

Curriculum Policies

Accident and First Aid procedures

Assessment/Marking Policy

Dealing with sick children

Behaviour Policy

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Completion

At the end of the induction period you will need to meet with your mentor/Headteacher to go through this document to check for the following:

Has everything been achieved?

Have any obvious gaps in the programme been identified?

What are your immediate training needs?

Date of completion _____

Signature: _____