



PUPIL INDUCTION POLICY

This policy will be reviewed annually or in response to changes in legislation		
Created	January 2000	Vice Principal
Last Review	April 2023	Registrars, Vice Principal
Approved	April 2023	Principals and Heads
Next Review	April 2024	Registrars, Heads, Compliance Manager

This Policy applies to all year groups at Thomas's Schools, including the EYFS. Thomas's London Day Schools operates as a united group of schools with a similar ethos and values and as such is referred to as a singular body.

This Policy should be read in conjunction with Thomas's Admissions Policy, EAL Policy, Equality, Diversity and Inclusion Policy, More Able Policy, SENDA Policy, Transfer Policy.

1. INTRODUCTION

Our primary school rule is 'Be Kind' and we believe that in order for pupils to feel safe and happy at Thomas's they must be treated with kindness throughout the process of joining the school and making the transition between schools and classes. This policy sets out our aims and the practical ways in which we implement pupil induction and transition.

2. AIMS

- To ensure that children have a smooth, anxiety-free transition between schools and classes
- To provide support for children to enable them to meet new experiences and unfamiliar situations with confidence
- To ensure that the school knows enough about the child, and the child and his/her parents know enough about the school so there are no barriers to full participation

3. PROCEDURES

3.1 Reception

Prior to a child joining a Reception class, the parents have visited the school, met the Head of Lower School or member of the Senior Leadership Team and have received a parents' handbook and other literature. The child has visited the school and spent time with other potential pupils. The school has asked for references and information from the pupil's nursery school/kindergarten and has taken information from the parents on the child's interests and any special needs.

- To ensure open communication between feeder kindergartens/nursery schools, the Head of Lower School or member of the Senior Leadership Team visits them regularly and/or invites kindergarten heads to visit Thomas's.
- Parents are asked to complete an 'All About Me' booklet with their child which provides information about family, friends, likes, dislikes, etc.
- A new children's event is held before the children start school. The children see their classroom, meet their class teacher and classmates. The parents are invited into the school to meet staff who can answer any questions and give out information.
- Reception children have a staggered entry; they attend for half days initially, except for one afternoon of baseline assessments which are carried out in small groups.
- Subsequently, those children whose birthday falls between 1st May and 31 August may leave early on Tuesday and Thursday afternoons for the rest of the Michaelmas Term.
- Parents are invited to a parents' evening in the week before the first half term.
- Teacher and Assistant Teacher support is recognised as exceptionally important for Reception children as they are introduced to different subject teachers, classes in various parts of the school, the lunch system, etc.

3.2 *Entry at other ages in the Prep Schools*

When a pupil transfers to Thomas's from another school, every effort is made to ensure that the parents have visited the school, met key personnel and have received sufficient information to make an informed decision about joining the school.

- A new pupil will be invited to a New Classrooms/Class Swap morning in the summer term where they will meet their new class teachers and classmates.
- References are taken up from the previous school, generally prior to their visiting assessment day.
- Parents are given a class list, with details of the PTA rep for their class. The class rep will invite them to join the Class WhatsApp group and they will also be asked to "opt in" to the Parent Directory on My School Portal (MSP) which allows the sharing of parent information.
- The PTA rep is requested to contact the family and offer support.
- Each new pupil is assigned a 'buddy' to help them settle in and find their way around.
- The class teacher ensures liaison with the parents is effective in aiding the child's transition.

3.3 *Entry at Year 7 to Year 10*

When a pupil transfers to Thomas's from another school, every effort is made to ensure that the parents have visited the school, met key personnel and have received sufficient information to make an informed decision about joining the school.

- Pupils starting at Thomas's Battersea or Thomas's Clapham in Year 7 are invited to a New Classrooms morning in the summer term preceding their September entry. They have a talk by the Head and an opportunity to meet their new teachers and classmates and have a tour of the school.
- Pupils joining Thomas's Putney Vale in Year 9 will be invited to a welcome tea in May and an induction morning in July.

3.4 Transition between classes

In the Prep Schools each Summer Term, a 'new classrooms/class swap morning' is held during which children spend the morning in the classroom – and with the teacher wherever possible – they will have the following school year.

Assessment records are transferred between classes.

Each year, a 'Syllabus' or 'Curriculum Information' Evening is held for parents so that they can meet the teacher(s) and learn about the plans for the year ahead.

3.5 Special Educational Needs and Disability, More Able, English as an Additional Language

Whether entering the school as a new pupil or transferring from one class to another in school, the needs of pupils are addressed through a scrutiny of records, discussion on pupil progress and particular concerns, and the provision of suitable IEPs or provision maps.

The SENDCo, More Able Coordinator and the EAL Coordinator monitor pupils' welfare, provision for their needs and their progress. They also liaise with staff and parents.

4. MONITORING

This policy is monitored regularly by the Senior Leadership Team of each school to ensure that pupils' and parents' needs are being met.