

Harrow Lodge Primary School



EARLY YEARS INDUCTION POLICY

REVIEWED:	Summer 2024
EFFECTIVE PERIOD:	Autumn 2024 – Autumn 2025
DUE FOR REVIEW:	Summer 2025
RESPONSIBLE PERSON(S)	MS S GOODWIN

Aim

The aim of this policy is to provide a framework for a smooth and successful transition into full-time education for children entering into the Early Years Foundation Stage.

Induction

At Harrow Lodge Primary School, we believe that the induction process of children into the Early Years Foundation Stage should encourage all children to have a secure and happy start to their education. To enable children to have a positive and happy induction experience we aim to: -

- Establish a structure by which children will be given a positive start to school life.
- Create an open and welcoming atmosphere for parents of new children.
- Ensure that parents/carers are well informed and feel confident about the induction process.
- Encourage children to make and form relationships with each other and the larger school family gradually.
- Encourage school staff to get to know children as unique individuals gradually.
- Enable children to become familiar and confident with the school environment and school routines.
- Provide quality time to carry out accurate baseline assessment to assess children's individual needs.
- Ensure that pupils and their parents who join us at a later stage for induction will be offered appropriate support and guidance.

Practice

New parents meeting

Parents and carers will be invited to attend an induction meeting during the second half of the summer term. During this meeting the induction process will be explained in more detail and there will be time for Parents/carers to ask questions at the end. An induction booklet will be provided (see appendix 1) and copies of the school brochure will also be available. The meeting will be a time for parents/carers, teaching staff and colleagues from the wider school family to introduce themselves and to be available to address specific queries should they arise. The meeting will also cover the following general aspects of school life: -

- Attendance and punctuality
- Appropriate uniform
- School rules and routines
- School partnerships with parents/carers
- Details of parents' workshops to support teaching and learning in the foundation stage

Communication with / visits to pre-school

During the second half of the summer term the Early Years Foundation Stage Teachers visit nurseries to meet the children with special educational needs or children that extenuating have and liaise with their key workers.

Stay and play

All children and their parents/carers will be invited into school prior to their September start date for a 'stay and play' session where they will meet the Reception Teachers, Teaching Assistants and each other. This is an opportunity for them to begin to familiarise themselves with their new learning environment and with the adults who will be teaching and caring for them.

Phasing Full Time Admissions

The induction programme will consist of a series of gradual phased visits with small groups of children, moving towards full classes by the end of the first week. As a school we recognise that there may be exceptions to this expectation which arise on an individual basis and can be discussed with the Early Years Foundation Stage Leader as appropriate. Details of each child's individual induction programme will be communicated to parents and carers in their welcome pack.

Induction for Reception children who join at other designated times during the academic year

Parents are encouraged to bring their child to school to look round and meet his or her new teacher before the actual admission date. Children are also able to spend half a day in school to support this and to familiarise themselves with the school environment and its routines, as well as spending time with their new classmates. There is also the option of a home visit.

On the day the child is to be admitted, parents are asked to arrive at the school office at 9.00am. The Headteacher, Deputy Headteacher or Office Staff will take the child and their parents and carers to the class where the class teacher will be waiting, or alternatively, the teacher may come to collect them.

Procedures

An induction pack is given to each child containing: -

- A letter of introduction for new parents
- School expectations for new parents
- An internal admission form
- A School Prospectus
- A list of term and holiday dates
- A uniform list
- Behaviour and Anti-bullying leaflet
- An e-safety agreement
- A data protection form
- An ethnic monitoring form
- Privacy notice

- A home- school agreement
- A helping in school letter
- A lunch menu
- Early Years Foundation Stage Induction policy
- End of day arrangements form
- Declaration form
- A helping in school letter
- FAQ

Conclusion

This policy should be read in conjunction with the '*Admission to Primary Schools in Havering*' document which can be referenced at www.havering.gov.uk

Early Years Leader

Early Years Foundation Stage Leader