

West Pennard Church of England Primary School

Foundation Stage Induction Policy

United Nations Conventions of the Rights of the Child (UNCRC)

Article 28: Every child has the right to an education

Article 29: Education must develop every child's personality, talents and abilities to the full

AIMS

1. To welcome parents and children to West Pennard School
2. To nurture a developing home / school partnership.
3. To aid the smooth transition from home to school for both children and parent.
4. To introduce the child to the school environment in a positive and non-threatening way.
5. To inform parents of the ethos and approach to the curriculum at West Pennard School.
6. To gain information about children and their pre-school experiences so as to better meet their needs upon entry to school.
7. To foster links with pre-school agencies.

These will be met by:

1. **Initial Contact** - On contacting the school parents will be invited to meet the Headteacher and to view the school. They will also be offered a copy of our prospectus.
2. **Letters to Parents** - Somerset County Council send a letter/email direct to parents to offer a place for their child at West Pennard School. The school will also send a letter of invitation to attend an introductory meeting in June.
3. **Introductory Meeting** - An evening meeting for all new parents will be held in June. The meeting will provide an opportunity for parents and staff to meet together in a social setting. At this meeting the ethos of the school will be explained together with an explanation of the induction programme and the first few weeks at school. At this meeting parents will be given a 'Starting School at West Pennard' leaflet to take home and share with their children.
4. **Welcome Pack** – There is an induction pack on the school website with helpful information for new parents. The contents of the induction pack will be explained to parents at the meeting. This includes:
 1. **Welcome letters** from the Headteacher and both the Chairperson of the Governing Body and the Friends of West Pennard School.
 2. **School Policies** – Foundation Stage Induction, Behaviour & Medicine Policies
 3. **Code of Conduct** for traffic in Church Lane.
 4. **School Meals** – policy and menu
 5. **Dates** of the academic year
 6. **Powerpoint presentation** induction evening notes
 7. **Dates** of terms and holidays.
 8. **Other useful information** – wrap round school care information and registration form, free school meals leaflet etc.

THE INDUCTION PROGRAMME

The Induction Programme will take place in the Summer Term prior to entry to school. It will consist of:

1. 'Stay and Play' Open Afternoon

You and your child will be invited to spend an afternoon in reception class having fun and participating in a range of indoor and outdoor play activities. The afternoon will run from 2.00pm until 3.00pm and you will be able to choose one afternoon from two possible dates. This is an ideal opportunity for you and your child to familiarize yourselves with the classroom and also give you time to chat informally to the staff who will be welcoming your child. There will also be current members of our reception class (class ambassadors) to play with the children and show them where everything is.

At the end of the afternoon the class teacher will hand out a leaflet asking you about your child. This will help us to build a picture of your child before they start school in September.

2. 'Getting to Know You' Afternoon

This second afternoon will also run on two occasions with parents able to select the most suitable date and will also run from 2.00pm until 3.00pm. Parents will be invited to leave their children in reception class and join fellow parents and members of the Friends of West Pennard School for refreshments. The thrift shop will also be open if parents wish to purchase uniform.

3. Play Group and Pre-school Links

The Year R teachers work in partnership with many pre-school settings in the area and welcome reports, verbal or written, from any pre-school establishments. There will also be visits to the pre-school settings which the majority of our children attend and, if requested, to other pre-school providers.

4. Foundation Stage Profile

During the first few weeks of school the teachers will be carrying out informal assessments in order to establish the children's individual learning needs. These will be discussed at the first parents evening during the autumn term.

A Foundation Stage Profile will be completed during the course of the year and at the end of the year parents will have detailed evidence of children's development in the following areas:

- Personal, Social and Emotional development
- Communication and Language
- Physical development
- Literacy
- Mathematics
- Expressive arts and design
- Understanding of the world

ENTERING SCHOOL

We believe that it is most important to introduce children into school with the minimum amount of stress. It is planned that half the class attend school for the morning sessions and the other half for afternoon sessions for two full weeks and three days. Through commencing with a period of half days the Reception Class staff will be able to devote their attention to establishing careful routines and undertaking initial assessments. Both morning and afternoon sessions will be of an equal duration of two and a half hours. It is felt that the greatest benefit of this arrangement will be the quality time the class teacher will be able to spend on the smaller groups to make the first few weeks at school as enriching and trouble-free as possible.

During the final week of part time attendance all children will be invited to stay for a school lunch or arrive early for their afternoon session to also experience lunching in the dining hall. Parents will be welcome to join their children for lunch on the first day. After one week of staying for lunches, all children will commence full days. In certain cases a continuing part-time attendance will be considered if deemed beneficial to the child.

As certain children will have been in full time Nursery Education prior to their date of entry we are aware that half time attendance may cause problems. We hope that new parents will understand that a whole day in a new and large primary school will be very much different from a small nursery group and also appreciate the careful thought and planning behind the Induction programme.

In any induction programme transport is a consideration. Pupils who are eligible will be entitled to use school transport for either the inward or homeward journey. However, school transport will not be available in the middle of the day and parents will need to make their own arrangements. We hope this will not prove too inconvenient.

NON RECEPTION CHILDREN NEW TO THE SCHOOL

A separate induction morning will be arranged for non-reception new children. It will include an opportunity for these children to look around the school with their parents, and to spend time in their new class making initial contacts with their peers.

Helen Burchell
June 2017