

New Pupil Induction Policy

Hollygirt School often welcomes 'in year' starters in both the Prep and Senior School. It is important for all new starters, no matter what point of the academic year, to be properly inducted into school life and welcomed.

Admissions will have already advised staff of the start date and any known allergies.

SENCO will have briefed staff regarding any known need.

Hollygirt will ensure that:

- the Form Tutor is known and communicated to parents;
- On the first day – fire drills / first aid / lockdown procedures including the taking of paracetamol are explained by the Form Tutor. Email home to inform who **buddy** is (first name only);
- House assigned;
- Personal Profile to be completed and handed to Admissions who will share with Head / Deputy Head;
- Lunchtime / breaktime / sports / assemblies / ECA / Pupil code of conduct / form time routines are shared by a **buddy** (appointed at the form tutor's / HoK discretion and with willingness). The **buddy** should – where feasible – be in as many classes as possible as the new starter and should spend at least 1 day and up to a week 'buddying' the new starter;
- Form Tutor to check in with subject staff how their new starter is doing and email home within a week of new starter starting;
- Form Tutor to meet with new starter after a week to see how they are getting on and address any worries. Form Tutor to let Head/Deputy Head know immediately if there is any cause for concern which may make the pupil unhappy.
- Any problems, no matter how small, please refer to HoK in the first instance. Small can become big quickly if we don't address them.
- After 3 weeks, check in again with new pupils' subject teachers and pupil themselves and email home. See Appendix A for checklist – just for Form Tutor prompts...

In the Prep School, rather than subject staff, please talk to any specialist teaching staff e.g. languages/PE.

Transition Year 6 to Year 7 and Year 11 to Year 12

Most Year 6 Hollygirt pupils will transfer to the Senior School and will be familiar with the buildings and some of the teachers. However, many pupils will be new to the school.

If a pupil is transferring from Year 6, then the Year 6 teacher to meet with Senior School teachers who will be teaching the pupil, to brief on needs of pupils and support/extension arrangements in place academically and pastorally in the Prep School. SENCO to be present and to discuss any SEND needs/support.

There will have been a move up day where flavours of the Senior School will have been shared with the new Year 7 starters to include: team building activities and an opportunity to meet new parents (Head and SLT / SENCO / Pupil Development Officer).

Head to agree Form Tutor staffing and forms.

New Year 7 to visit the school ahead of the first official day of term – usually one of the INSET days.

First Day in Year 7:

Period 1 - issue timetable / first aid / fire drill and lockdown routines / who to go to with a worry / pupil code of conduct / lunchtime routines / tuck shop / rewards and sanction / house system / form registration / weekly activities (see Beginning of Academic Year sheet).

Period 2: As normal

Period 8: Off timetable - review of the day with Form Tutor – any worries / concerns

Second Day in Year 7:

Normal timetable until Period 8 - review with Form Tutor - any worries / concerns

Friday of the first week back - team building activities across Year 7 classes - in school

Second Week in Year 7

Year 7 Parents 'Welcome Evening' - all subject staff and SLT 6.00-7.00pm - informal chat. Parents to have son/daughter name badge please.

Year 7 School Council and Form Captains etc - this gives pupils time to get to know each other. PHSE lesson used for these democratic processes.

First Half Term

Residential - 3 days at the end of the week - time to recover.

Each new term - Hollygirt will try and find a time on the first day back to remind all pupils about First Aid / Fire / Lockdown / Admin of Medicines and any other current issues to set the term off with the appropriate expectations.

Appendix A

First Day	Assign Buddy	First Aid / Fire Drill / Lockdown – this is safeguarding and must be done.	Email home – inform parents of buddy (first name only) and summary of the day.
Week 1	Talk to buddy and new starter - how is it going?	Talk to subject staff / specialist (junior) how's it going?	Email home
Week 3	Talk to new starters - how are they getting on?	Talk to subject / specialist staff	Email home
Issues / Concerns	Let HoK know small worries. Bigger worries - let Head/Deputy Head know		