



# Scampton Pollyplatt Community Primary School

## Induction, Deployment and Posting Support Policy

### **Aim**

To provide support for all of Scampton Pollyplatt Community Primary School's pupils  
To ensure that pupils are able to make purposeful and sustained progress from their first day at Scampton Pollyplatt Community Primary School and from their first day at their next school.

### **Induction**

#### **Early contact**

- Parents are encouraged to visit the school either prior or post application.
- The school website is kept up to date with information.
- Parents are sent or given a new child form (appendix 1).
- New child's name is placed on the Monday email.

#### **Before Day of Admission**

- Parents and new pupils must be introduced to the class teacher and classroom support (or they are show the picture of these members of staff using the welcome board).
- Parents complete form giving contact details, details of health issues, number of previous schools, address of previous school, ethnicity etc.
- Using the new child form the class teacher allocates new child with a buddy who either has similar interests / lives nearby / knows new child from previous school.
- Records from previous school are requested from parents by secretary, S2S website is searched for common transfer form and, where records are missing, previous school is contacted.
- Administrative Assistant updates Integris with details of the registration, including the pupil's UPN and details of grades achieved in KS1 and KS2 statutory assessments.
- The office staff provide information – school uniform order form, school meals letter, most recent newsletter and any other relevant information.
- Classroom Support collects and labels books, a peg and pigeon hole is allocated and labelled.

#### **First day**

- Parent brings new child to the school office and staff take the family to the classroom.
- Class teacher introduces new pupil to the class and buddy.
- Buddy gives a pupil tour.
- The new pupil is welcomed in assembly.
- Class teacher tries to meet with parent in the playground at the end of the day.

#### **First week**

- Secretary contacts previous school for CTF; once it arrives it is checked to ensure all data is included. If data is missing then previous school is contacted to find missing information.
- Secretary works closely with induction mentor to ensure results are updated on Integris and Tracker.
- Basic initial screening tests take place – reading test, spelling test and basic mental maths test.
- Teaching staff are given any paperwork or books that have been given.

### **Following weeks**

- Head teacher check with new pupils and parents to make sure all is well.
- Pupil Induction Survey is undertaken (appendix 2).

### **Parent Deployment**

This maybe with the UK or overseas, depending on the needs of the child.

- Child is identified to member of staff using a deployment form (appendix 3).
- Service Children's Champion informs class teacher and name is placed on Monday's email.
- Member of staff is identified to support child.
- Identified staff collects resources (this includes maps, work booklet, etc) and meets with the child and discusses approach with parent.
- Support is given weekly and monitored by Service Children's Champion.
- The frequency and length of support depends on the needs of the child.
- Staff and parents meet to discuss the success of support and whether referral is needed to other support agencies.
- Other agencies may include Educational Psychologist, EBSS, Grief and Loss support services, etc.

Deployment form is returned to the office at the end of the deployment.

### **Exit**

- Parents notify the school that their child will be leaving and are given a posted form (appendix 4).
- Moving support is delivered (appendix 5).
  - Office Staff informs class teacher and name is placed on Monday's email.
  - Member of staff is identified to support child.
  - Identified staff collects resources (this includes maps, work booklet, etc) and meets with the child and discusses approach with parent.
  - Support is given weekly and monitored by Service Children's Champion.
  - The frequency and length of support depends on the needs of the child and the notice given.

### **Before the Day of Exit**

- Common transfer form is updated (secretary sends round paper copy to teachers for latest assessments) and is sent electronically and on paper to the receiving school.

### **On the Day of Exit**

- Books and folders are sent to the office by teachers.
- Secretary prepares two envelopes – one with books and folders is given to the parents, the other containing common transfer form, last annual report, attendance printout, SEN reports etc. is mailed to the receiving school once we have been notified that the child has arrived (a copy is retained by the school).
- Parents are invited by the secretary to pick up their child at the end of the final day, to say goodbye to staff and to take home books and folders.