



THE LATYMER SCHOOL

Founded 1624

STUDENT INDUCTION PROCEDURES

Approved by:	Date: (Approved by Governors March 2012 – updated and ratified November 2018)
Governing Body	Presented to Governing Body at Pupils and Personnel Meeting October 2018
Next review due by:	

1. LOWER SCHOOL INDUCTION

1.1 The aim of lower school induction is to enable pupils from around 100 different primary or preparatory schools to integrate happily into the academic and other routines of the school: and to familiarise their parents with the rather different ways of working here in comparison with primary school. The Assistant Head Teacher is responsible for setting up form groups balanced as well as possible in terms of gender, ethnicity, friendship preferences (as expressed by parents), common travel routes, and any other data which contributes to a balanced composition.

1.2 Support before Joining the School

In June the new pupils are invited to one of two Induction Days (three form groups per day) during which they experience a slightly abbreviated school day, with the emphasis on lessons in working environments they may be less familiar with than those in their current school – for example Science laboratories and Design Technology workshops. Lunch is provided and they spend the remainder of their lunch break carrying out an orientation exercise around the school site. Throughout the day they are assisted by members of Year 7 who act as guides.

At the end of June or in early July there is an Induction Evening for parents when the Senior Leadership Team explain the practical aspects of managing their children's first year at Latymer.

1.3 The Start of the School Year

Form periods and assemblies are arranged to make settling in as manageable as possible. The PSHE / Citizenship courses are taught in Form groups. The content of the former is specifically geared to address the typical challenges of settling into a new institution and peer group. Senior Pupils are assigned to each form and work with the year team to help this process by providing access to students they can raise concerns with. Pupils who have difficulties in settling in receive support from the year team, and in many cases, trained sixth form mentors. The Student Support Assistant (KS3) attends Year 7 form time, Year Assemblies and shadows form groups in lessons in order to help identify and support pupils who require further support with the transition from primary to secondary school.

Parents are kept informed in the first term by being invited to Welcome Evenings at which they meet the other parents in their child's form group and receive information about key school policies. They also attend a PSHE evening at which this aspect of the curriculum is explained, along with information about the Cwm trip. The Year 7 Parents' Consultation Evening is held in late November.

1.4 Summer Term

Each form group goes on a six-day residential trip to our field centre at Cwm.

2. IN YEAR ADMISSIONS

2.1 Support Before Joining the Year Group

Once student has accepted the Parents and student meet with the headteacher and the Head of Learning for the respective Year group.

2.2 On Joining

The student is allocated a buddy. The Head of Learning will monitor how the student is settling in to their form, classes and year group.

3. SIXTH FORM INDUCTION

3.1 The aim of the Sixth Form induction is to integrate external students into the life of the school as soon as possible without losing any teaching time and the best way is believed to be through the pastoral programme, the curriculum and extracurricular activities.

3.2 Support Before Joining the Sixth Form

Once external students have an offer to join the Sixth Form they are given the email contact details for the Deputy Head - Sixth Form, and they are encouraged to make contact if there are any individual issues or questions. Meetings with students and parents are organised when appropriate during this period to discuss issues like the best subject combinations. Advice is given on preparation in science and maths as some schools offer syllabi that do not adequately prepare students for the A Level programme. There is also an induction day for external students, who are holding offers.

3.3 Year Assembly

In the first few year assemblies, the Head of Learning sets out rules and procedures and gives appropriate advice on Sixth Form learning. These assemblies are reinforced by activities carried out in tutor time. Extra-curricular activities are also advertised.

3.4 Tutor Groups

The existing students have been in same tutor group for 5 years and in the Sixth Form, these are reorganised so that the external students are not seen as outsiders in an established group. If there are a number of students from the same school they are allocated to the same group, but are given opportunity to opt out of this if they so wish. Ice breakers are used in the first tutor sessions so that students can get to know each other. The

Pastoral programme supports and guides students eg study skills. The tutor sees the students every day and looks out for any students who are struggling to settle and reports back to the Head of Learning.

3.5 Buddy System

Each tutor group has a number of continuing students who are tasked with looking out for the new external students, eg they will take them to the Societies Fair to encourage their integration. The external students come into school before the full year group and are addressed by staff and those students who were new in the previous year. They are given advice and information about support.

3.6 Societies Fair

This is held at the beginning of term and it advertises all the student run extra- curricular activities that are available to the Sixth Form, eg medical society, ultimate frisbee and film club. All students are encouraged to attend and sign up for activities that they are interested in. They may wish to start up their own societies.

3.7 Meeting for all External Students and the Deputy Head and the HOL

After a few weeks into the Autumn Term every external student meets with the Deputy Head Teacher and the Head of Learning and has the opportunity to raise issues and ask questions about induction. This feedback helps staff develop the induction programme. Year 13 students who had been external students the previous year are invited to the meeting and offer support and advice.

3.8 Welcome Meeting for all Year 12 Parents

The Headteacher, Deputy Head, Head of Learning, the Assistant Head of Learning and two Senior Pupils make presentations related to Sixth Form policies, procedures and an overview of the year.