



Beecroft Garden  
**PRIMARY SCHOOL**

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SUPPORTING NEW PUPILS POLICY

## **BEECROFT GARDEN SUPPORTING NEW PUPILS POLICY**

Our aim at Beecroft Garden School is to ensure the smooth transition and integration of all new pupils.

Before the child starts:

- The Head of School will meet with all new children and their parents and give them a start date.  
During the meeting the Head of School will inform them of the start and end times of the school day, the importance of attendance and punctuality, behaviour expectations and golden rules. Any social, physical or learning issues will also be discussed.
- The school administrator will give information regarding uniform and lunches, as well as pre and post school activities. The family will also be asked to complete an admissions form, this requests information on: emergency contacts, dietary and medical needs, ethnicity and home language, religion, permission for trips and permission to use the child's photo.
- The Head of School will take the family on a tour of the school and introduce them to the Class Teacher, Teaching Assistant, Senior Meal Supervisor, Learning Mentor and Senco.
- The Head of School will share any information obtained during the meeting with the Class Teacher and Learning Mentor.
- If there are any issues or concern regarding the new child the Head of School will share these with the Learning Mentor, ideally before admission. The Learning Mentor will liaise with previous schools if appropriate.

Once the child has started:

- On the child's first day the Head of School or Senco will meet the child in the lobby. They will then take the child to their class and handover to the Class Teacher.
- The new pupil will be photographed and the photo put up in the staffroom and office. New pupils should be identified during Key Stage meetings.
- During their first week, each new pupil will have a session with the Learning Mentor. The Learning Mentor will liaise with the Class Teacher and the session

will offer space for any worries or questions and enable the pupil to identify the Learning Mentor as a supportive adult during play/lunchtime.

- The Class Teacher and Learning Mentor will identify one or two class members to act as 'Buddies' to the new pupil. The role of a buddy will be to provide peer support during the first few weeks. The Learning Mentor will support the buddies by explaining the importance of the role and the list of responsibilities. Following this, the Learning Mentor will touch base with the buddies and new pupil regularly.
- If a new child is EAL, the Senco will arrange, if possible, for the child to have a buddy with the same home language.
- If a child is EAL or new to the UK the Senco and EAL teacher will inform the Class Teacher and Teaching Assistant and discuss the resources to be used in the initial settling in period.
- Once the child's previous school file arrives, the school administrator photocopies the child's latest report and hands to Class Teacher. The file will also be checked for any additional information including: SEN, punctuality, attendance and child protection. If the file contains any other significant information the relevant people will be informed.
- After a period of two weeks the Learning Mentor will speak to the Class Teacher and new child with regard to the settling in period. The Learning Mentor will also contact the parent with their view of the child's settling in period.

## **Review**

This policy will be reviewed in Summer 2013