

# St Peter's RC Primary School



## Primary One Induction Policy January 2016

*This policy was reviewed in January 2016 and will be reviewed annually in line with our Improvement Planning procedures.*

### Aims

- To assist each child to make a smooth transition into St Peter's Primary School;
- To provide an atmosphere which is warm, welcoming, calm and secure to both parents and children;
- To develop opportunities to establish relationships with parents and children;
- To begin to develop a partnership with parents, valuing the active part they play in their child's education.
- To actively liaise with staff from pre-school establishments;
- To familiarise children and parents with the school learning and social areas.

### Procedures

As St Peter's School has no nursery, we feel it is vitally important to make connections with children during their pre-school year, inviting them to St Peter's School and visiting them in their nurseries wherever possible.

- Pre-school children from local nurseries are invited to special preview performances of school concerts in December.
- The primary 1 teachers and Pupil Support Assistants try to visit the local nurseries in June to meet the children and talk to their teachers and carers.

Parents have the opportunity to meet with the headteacher during enrolment week in January. At this time, application forms are completed by the parents of pupils who are in zone. The appropriate forms are given to families from outwith the zone who wish to make Placing Requests.

- Early in the summer term, the children who will be joining P1 are invited to the school with their parents for a visit at the end of the school day. During this time they will be able to look around the P1 classroom, play with the games, class computers etc.
- In late May or early June, the children come in groups of around eight pupils to take part in classroom activities with the P1 teachers. During this visit, children may also meet their buddies from the current primary 6 class.
- While the children are visiting their classroom, their parents meet with the headteacher for an informal discussion of school routines and procedures. The parents receive a School

Information Booklet and they are also given a 'Getting Ready for School' pack that has songs, rhymes and ideas to help them to prepare their child for school.

- The children are given their own 'Getting Ready for School' book with simple drawing and colouring activities that they can complete at home.

Any child who feels insecure is welcome to visit the school on other occasions to ensure that they feel quite settled.

- All the new P1 children are invited to attend together on "Moving Up day" late in June when they will spend an hour in the classroom with their teacher and Pupil Support Assistant.

## **FIRST DAY AT SCHOOL**

Children start in groups, beginning with eight children who generally come from the same pre-school establishment. Group 1 starts on the first Wednesday of term. Then two pupils join the class each day.

On their first day, parents bring their child to meet the teacher in the P1 classroom. After the first day, children are encouraged to line up in the playground with their new classmates.

## **SETTLING IN**

Each new pupil is assigned a buddy from P7 or P6. Each morning, before playtime, buddies go to the primary 1 classroom and take them outside to play. During morning and lunchtime breaks, they play games with their buddy and the older children look after them, helping them to become familiar with the school building and playground rules.

All children attend only in the mornings until the third Monday of term when they begin to stay at school all day.

Before attending school for a full day, children and parents visit the lunch hall when it is set up for service. This helps to familiarise them with the lunch hall and the lunchtime routine. On their first full day at school, their P7 or P6 buddies have lunch with them to help them to feel more comfortable in this new situation.

Parents are encouraged to take an active part in their children's learning by helping with outings, library groups, computer groups, painting, craft work, etc. They may also wish to become actively involved with the Parent Council. At the beginning of each session, parents are invited to let the school know if they are willing to help in any way.

## **Area for development**

Current primary 6 and primary 1 children will work together to make a photograph album of areas in the school and people whom they will meet. The album or CD will be sent to the children in nursery, building familiarity with the child and the school building, playground and staff. Nurseries may choose to reciprocate.