



Brickhouse Primary School Induction Policy (Reception & Nursery Classes)

It is our aim that all children have a secure and settled start to their time at Brickhouse Primary School. This will ensure that they make the most of every opportunity for learning and that they join in confidently with all school activities appropriate for their age.

In putting this policy into practice we will work closely with the child's parents and carers and consult the adults from a previous setting, if applicable, prior to their entry to Brickhouse Primary School.

1. Children entering school into Reception

When the school has been notified that a place has been offered:

- Office staff will take personal details about the child and contact numbers for the current child's setting i.e. Pre-School or Nursery, if applicable.
- Office staff will access all admissions information with regard to the child from MOVEiT, when it becomes available from Admissions Team.
- The HT will send information about Brickhouse i.e. School Prospectus, Uniform Policy, any other relevant paperwork in a welcome e-mail to parents, and advise parents to access our school website –www.brickhouse.sandwell.sch.uk for all other information about the school. They will also include a start date and time to arrive.
- The prospective class teacher, the DHT, Phase Leaders and the Pastoral Team will be informed, by the Office Staff in advance.
- If a child is joining our Reception class from another setting, we will arrange a pre-visit to allow parent(s) and child to see the learning environment and discuss any questions they may have.

2. Children entering school into Nursery

When the school has offered a place:

- Office staff will take personal details about the child.
- Office staff will forward information about Brickhouse i.e. EYFS Prospectus, Uniform Policy, any other relevant paperwork either by post or in person.
- Office Staff will advise parents to access our school website – www.brickhouse.sandwell.sch.uk for all other information about the school.
- Parents will be told they will receive a letter from school stating the child's start date.
- School can have three Nursery intakes – September, January and April and all intakes are staggered based on the age of the child and the child will be allocated a home visit.

3. Prior to the child beginning school in Reception

The child and parent(s) will be invited to a transition day in July to meet their new teacher, and allow for the child to see what a day in Reception will be like.

For children given places during the Summer Holidays, then the child and parent(s) will be invited to come and see the setting during the first week of term.

Parent(s) will be introduced to school's Safeguarding, Welfare and Pastoral Officer, to find out what school can offer parents to support them as they arrive in our school, as well as their children and also about places and activities they can access in the local community.

Parents will be given an opportunity to order school uniform from our online shop and be given a copy of any school information they require, including a UFSM Form.

Parents will be asked about matters concerning health, allergies, family circumstances etc.

Parents will be asked to complete several forms including general consent, a collection form and photographic permission.

The parent(s) will receive pack containing:

- A Starting School Letter or Prospectus depending on which is most applicable

- An Attendance Matters Booklet
- Our Behaviour Policy
- Our Safeguarding Leaflet
- Our School Uniform Policy
- Our Term Dates
- Our latest letter or newsletter depending which is most applicable

4. Prior to the child beginning school in Nursery

The child and parent(s) will be offered a home visit

The child and parent(s) will be invited to an open afternoon during the first week of term.

Parent(s) will be introduced to school's Safeguarding, Welfare and Pastoral Officer, to find out what school can offer parents to support them as they arrive in our school, as well as their children and also about places and activities they can access in the local community.

Parents will be given an opportunity to order school uniform and be given a copy of any school information they require.

Parents will be asked about matters concerning health, allergies, family circumstances etc.

Parents will be asked to complete several forms including general consent, a collection form and photographic permission.

The parent(s) will receive a pack containing:

- A Starting School Letter or Prospectus depending on which is most applicable
- An Attendance Matters Booklet
- Our Behaviour Policy
- Our Safeguarding Leaflet
- Our School Uniform Policy
- Our Term Dates

5. On the child's first day in school

Reception

- The child and parent(s) will be met by either the Reception Teacher or a member of Reception staff and taken to their new class.
- Parents are welcome to come into the cloakroom when they drop their children off in the morning, to help them with their coats and say goodbye.
- After the first two weeks, Reception parents will be asked not to enter the building to drop off their children, except in extenuating circumstances and in consultation with the class teacher to allow greater opportunities for the Reception children to develop independence.

Nursery

- Parent(s) will take their child into the Nursery class and help them choose an activity to play with from the resources available in the classroom.

Reception & Nursery

- The children will be allocated a Key Worker, who has special responsibilities for working with a group of children, giving them the reassurance to feel safe and cared for and building relationships with their parents.
- You will be able to speak to Key Workers both before and after school, with regard to any issues relating to your child.
- Office staff will check that all necessary paperwork, medical needs and contact details are completed.

4. For children with EAL

- As in (1).
- For children entering school at the early stages of English Language acquisition, school staff will receive support from SENCO with regard to induction.
- School will identify language spoken by child and put in place appropriate resources i.e. Talking Pens, Bilingual Books e.t.c.
- Child will receive language support through PECS by trained LSA.
- The child's parents will be supported by school by:
 - providing a translator for meetings, should this be required, to gain as much information about the child as possible.

- providing parents with as much information about the school, through the translator, as possible.
- demonstrating the school website and appropriate translation websites.
- When the child has settled in school an assessment of language ability will be made and support requested (if this is thought necessary), through “A Language In Common”.

5. For children with parents who do not contact school prior to child starting

- School will contact parents with letters requesting a meeting about their child starting school.
- Follow up letters and e-mails will be sent using details supplied by current school.
- School Office and Safeguarding, Welfare and Pastoral Support Officer will carry out all follow up with these parents.

Date: November 2023

Review: November 2026