



Induction Policy

Policies and Procedures



Revision No.	Details of Change	Date
1	Full review of procedures	Dec 2013
2	Policy update	Dec 2016



Introduction

These guidelines have been drawn up to formalise and clarify our induction procedures for the Nursery and Primary 1.

This creates the need for an induction process to take place at:

- Entry to Nursery
- Entry to P1
- Transition to Secondary Education

It is the aim of these guidelines to make each point of transition as relaxed as possible for children and their families.

Specific dates will be decided on each year and appended to these guidelines.

Nursery Induction

- A Nursery 'Open Afternoon' will be held before each cohort of children is due to start Nursery. This will be end on to a Nursery Session and will provide opportunity for parents and children to visit the Nursery and to meet the Nursery Staff and Head Teacher
- The School/Nursery handbook and a booklet for the child and parent to complete together giving information about the child's interests etc will be issued at this session. The parent and child booklet will be returned on the first Nursery session
- Children who return for their Pre-school year, having already attended Echt Nursery during the previous year, begin attending for whole sessions on the first day of the school year
- New entrants will be split in to two groups within each Nursery class according to age, family circumstance
Group 1 will attend for 1 hour.
Group 2 will attend for the next hour.
This will be repeated for each class for the first week of term
- After this all children will attend all days
- Any children who are not settling into nursery routine well may attend for shortened sessions. This shall be negotiated between school and the parents



Primary 1 Induction

The majority, but not all, of our Primary 1 entrants have already attended Nursery at Echt and therefore be very familiar with the building, their future classmates and will have met their Primary 1 teacher. We must make special provision for any children who do not have the security of pre-school involvement with Echt School. Such arrangements will be negotiated with the child's parents and any pre-school education provider.

- As P1 and Nursery are in an open-plan area, the Nursery children will be used to working alongside and with the P1 teacher throughout their Nursery experience
- Learning Buckets for the children to take home will be issued weekly by the Nursery in the Summer term preceding P1 entry and evidenced in a Talking and Thinking Floorbook
- The children spend time outside at playtime all year round with the school children, due to the free-flow nature of our setting
- Nursery children who are to move in to P1, accompanied by the Nursery Nurse, will spend an hour in Primary 1 classroom with the Primary 1 teacher and any prospective P2 children
- Buddies will be set up during the summer term
- There will be a meeting for Primary 1 parents prior to the Summer Break. This will be an overview of the Primary 1 curriculum, a general introduction to school routine and a tour of the school
- A further Open Evening in the form of an introduction to Jolly phonics, helping with reading at home, health and attendance issues will be held early in the autumn term
- Parents are invited to attend all school curriculum evenings throughout the year
- In line with Aberdeenshire Council Policy children will attend for mornings only for the first two weeks of term
- There will be an opportunity for a parent or other adult to have a school lunch with their child before P1 children start full days
- All P1 children will attend full time after the second week of term



Primary 7 transition to Secondary Education

- Transition to Alford Academy and any other Academies involved will follow the procedures agreed by the CSN.

This usually comprises:

- 1 day's familiarisation visit in May
 - A visit of a guidance teacher to Echt School to talk to P7 and answer any questions
 - 3 days in June where children will be in their register classes and follow a normal S1 timetable
 - Residential trip with P7 pupils from Cluny, Dunecht and Midmar Schools
- Primary 7 will complete their iCan in Glow throughout their primary experience at Echt which will move with them to Secondary School
 - Any children for whom it is considered beneficial will be offered an extended transition to the Academy by Guidance staff

Children Who Join the School during the School Year

- The Head Teacher will meet with all new pupils and their parents
- These children will be given a short tour of school along with their parents at the time of enrolment
- Parents will be given a copy of the school handbook etc
- A buddy system will be set up for all children joining us during the school year
- The Head Teacher will speak to parents once the children have been at school for a short time to ensure that they are settling in
- Echt School will contact the sending school as soon as possible to obtain previous educational records