

Induction Policy (Students)

RATIONALE

We, at St. Cecilia's, have a primary responsibility for the care, welfare and safety of pupils in our care by providing a safe and supportive environment. Pastoral care at St Cecilia's reflects the aims of our missions statement.

MISSION STATEMENT

St Cecilia's College is a catholic, child-centred school. We aspire to recognise and value the uniqueness of each member of our school community. We endeavour to provide a caring, learning environment, which is inclusive, that will enable our pupils to play an active and responsible role in society and is designed so that all may experience and achieve success.



AIMS

The pastoral care system works to:

- Promote a supportive and caring environment for new pupils to the College so that they feel valued, respected, safe and well known to members of staff, and have their progress regularly encouraged.
- To ensure that all pupils joining the school either at transition or at other times receive appropriate information, guidance and support
- To strengthen relationships between new or existing parents and the school.

YEAR 8 INDUCTION

Key members of staff

Year 8 Head of Year	Miss McGrory
Year 8 Form tutors	Ms Nicholl Mr Bratton Ms Thompson Mrs Dalton Mr Rogan
Senior Teacher for Year 8	Mrs Currie
VP Pastoral	Mr Lafferty

Prior to transition

Team of staff will visit primary school and collate and disseminate relevant data on each pupil transferring to Year 8, in St Cecilia's.

Following confirmation of places in the College, there is an induction and information evening in June for parents and pupils.

During the summer months a summer school runs in the College for all Year 8 pupils transferring as a means to improving transition and settling into the new school with other new pupils.

September

Pupils are provided with a Year 8 induction booklet which contains all relevant information.

Day 1

All parents/Guardians are invited in the first morning of Year 8 to attend an assembly with the Principal. This provides an opportunity for the new pupils to feel at ease having someone with them and also for parents, as this can be a difficult morning.

Following assembly all parents and pupils move off to meet their form tutors and spend some time getting to know each other as a class. This provides an opportunity for parents to be introduced to their child's form tutor, who will be a key contact throughout the year.

Parents are then asked to re-join staff at the assembly hall for refreshments, whilst the pupils are introduced to and spend time with their Guardian Angels.

Day 2

Pupils spend morning with form tutors, this enables them to get to know the school and complete tasks like Biometric (Restaurant system), photographs etc.

In the afternoon the pupils participate in activities delivered by organisations such as Young Enterprise.

Day 3

Pupils begin normal timetable.

During this transition period Head of Year and form tutors work very closely with the Year 8 pupils and their parents, addressing issues as they arise and ensure that their child settles well into St. Cecilia's.

NEW PUPILS TO YEAR 13

Key Contacts

Head of Year	Mrs O' Mianain
Form Tutors	Miss M Currie Ms C Coyle Mr Haughey Mr Gill
Senior teacher	Mr Lafferty
VP Pastoral	Mr Lafferty
VP Curriculum/ subject choices	Mr Devine

Supporting the Transition

All Year 13 pupils, including new pupils to the College, make an appointment with a member of Senior team for an interview following receipt of GCSE results.

This interview examines results and possible subject options most suited to each pupil.

Prior to beginning 6th form an Induction session takes place with pupils and parents/guardians. This provides information to the pupils required for 6th form study at St Cecilia's College. An agreement is discussed outlining the expectations of the College for all 6th form pupils. Parents/Guardians are given the opportunity to ask questions and then sign the agreement.

All new pupils to 6th form transferring from other schools are assigned a peer mentor from the student senior leadership team, who will meet with the new pupils and provide support and guidance.

In the initial days the HOY will meet with new pupils and address issues, provide support, arrange a tour of the school, ensure Biometrics are in place for restaurant etc.

Close monitoring of new pupils takes place throughout the transition stage by Head of Year and form tutors.

PUPILS TRANSFERRING TO ST CECILIA'S OUTSIDE KEY TRANSITION STAGES

Key contacts

Head Year 8	Miss McGrory
Head Year 9	Mrs Harvey-Brown
Head of Year 10	Mrs Desmond
Head of Year 11	Mr K Lafferty
Head of Year 12	Ms Dillon
Head of Year 13/14	Mrs O' Mianain /Mrs Carlin

Prior to Transfer

Parents will complete an application for transfer (AP1 form) and consult with the Principal regarding placement in the College.

Parents and pupil will meet with Head of Year to discuss and collate information about the child and their previous placement/assessment data/medical needs/SEN data.

The Head of Year will use this data to place the pupils in the most appropriate class in the year group.

Day 1

The Head of Year will greet pupil and parent/guardian at reception and conduct a meeting to ease the process for both pupil and parent.

The Head of Year will provide the child with an induction booklet and will liaise with relevant staff to ensure all necessary tasks such as Biometric for restaurant, bus pass, and subject choices are in place. The head of year will arrange for a tour of the school.

The Head of Year will introduce the child to their form teacher.

The pupil will be introduced to their new class and a buddy assigned to aid the settling in period. The buddy will be assigned to the new pupil by the form tutor.

All staff will be informed that a new pupil has joined a particular year group and each subject teacher will spend a few minutes of class time introducing the pupils to the subject.

Day 2

The pupil will meet with Head of Year first in the morning to address issues and provide guidance from day 1. Head of Year will take pupil to assembly and ensure the new pupil is familiar with new routines.

First Month

The Head of year will meet with the new pupil weekly for the first month to ensure a smooth transition for the pupil.

This policy was last reviewed by the Leadership Team: February 2017

Due to be Reviewed: August 2017