

Aims

The aims of the induction programme are:

- to prepare children for life at Balcarras School
- to ease the problems of transfer
- to encourage positive attitudes to the school

Senior Teacher in charge of Primary Liaison: **Ian Davidson, Assistant Head**

Visits to Schools

It is policy to visit all contributing schools. A meeting is held with new pupils where they are given the opportunity to ask questions and discuss concerns about their transfer. They are also given further written information. Primary teachers are consulted regarding the transferring children and record sheets are prepared for use in Balcarras School.

Allocation

New pupils are allocated to houses and tutor groups. A child normally goes into the same house as his/her sibling(s). Allocation to a tutor group is made on the basis of mixing genders and abilities. Strong recommendations from the primary schools are met where possible. Balance in areas of aptitude is aimed for and friendship groupings may also influence allocation. When the allocation is completed, parents are informed by post of their child's tutor group.

'New' Parents' Evening

This takes place towards the end of the summer term after the Taster Day and is an opportunity for parents to meet the headteacher, their child's tutor and head of house. The pastoral system is explained and the importance of the home/school link emphasised. Parents are encouraged to raise issues of concern.

Taster Day

This provides a flavour of a 'normal' day at Balcarras School and is held towards the end of the summer term. Children come to the school in mufti and work for the day in their new tutor groups. Normally there are lessons of science, French, D&T and Art, as well as a separate period with their class tutor.

The Initial Weeks

The first weeks of term at Balcarras School are of great importance. Attitudes to school may well be established which will affect the pupil as s/he progresses through the school. Prime responsibility lies with tutors at this stage. Active tutorial work takes place, designed to solve early settling in problems.

Pupils do not receive homework in the first fortnight and they also go to lunch early for the first two weeks.

At all stages of induction parental participation is welcomed. Any parents who have concerns are encouraged to contact the Senior Teacher in charge of primary school liaison (see start of policy).

When this policy was reviewed, an equality impact assessment was conducted to ensure any changes did not have an adverse effect under the terms of the Equality Act 2010. Should you have any comments regarding this policy, please contact the school.