



Avoca National School S. N. PHADRAIG NAOFA

Scoil Náisiúnta Phadraig Naofa,
Avoca,
Co. Wicklow.
Roll No 18198A

Induction of New and Infant Pupils

Introduction:

This policy was formulated to formalise the framework for the induction of new pupils/infants into the school system. The policy was devised following a review of practices adopted in the past and approved by the BoM

Rationale:

This policy is in place so that;

- Infant children are not traumatised by the transition to 'big school'
- The school is seen as a welcoming and inclusive environment
- All new pupils have clearly defined guidelines on school routines
- All parents are kept informed of school policy and procedure re. induction

Roles and Responsibilities:

This policy is made available to all staff who share in the implementation of the school's induction policy. The Principal monitors the implementation of the policy in the school.

Aims and Objectives

- To smooth the integration of new and infant children into the primary school education system
- To enable the school provide the most appropriate learning environment through knowledge of the academic and social level the child is at
- To enable optimum inclusiveness

Relationship to school ethos and equality:

The ideal of inclusiveness is central to the ethos of the school.

Policy Content

Infants:

- The school publishes its' enrolment policy on its website. It publishes an admission's notice on a public forum. Invitation to enrol are not taken prior to October 1st. The filling of the enrolment and consent forms form are the first steps in the induction process. Parents provide all the relevant information necessary for the school to have appropriate child friendly induction procedures in place.

- The school holds an 'Open Morning' in Spring when all parents with infants who have satisfied the enrolment criteria visit the school and meet with both the infant teacher and their new classmates.
- Once the parents have accepted the offer of a place in writing (usually by the end of March) the school issues a further invitation to visit in June. The parents is accompanied by the child who will be starting school. This meeting gives them an opportunity to meet the teacher that the child will have for the coming academic year. Parents can become acquainted, while the new infants engage in free play with specially selected play equipment and games
- New parents are furnished with the school's;
 - Anti-Bullying Policy
 - Healthy Lunch Policy/Uniform Policy
 - Discipline Policy
 - School Booklet
 - School Fees
- Junior Infants are required to attend for a half day only (12.00 finish) for the first 2 weeks of the new school year. This greatly assists the smooth integration of infant pupils into the regular school system
- New parents are requested to furnish transport operators with clear instructions re;
 - Child's name
 - Pick up point
 - Drop off point
 - Emergency numbers
- Senior/middle classes are encouraged to show kindness and act as mentors to new infant children

New Pupils:

If space is available, new pupils will be accepted into classes other than junior infants satisfying all other enrolment criteria. The following simple procedures to aid inclusion are promoted by the school;

- Every class is encouraged to facilitate the integration of new children through kindness, inclusion etc
- Parents are required to furnish the school with copies of relevant documentation such as school reports from previous schools, psychological reports (if applicable) etc
- Class appropriate standardised tests are administered
- Children are assigned to appropriate age-related classes
- All new children are made familiar with the rules of the school
- Every practicable effort is made to facilitate children who have special talents
- Language barriers are addressed through the provision of a language teacher/ resource teacher
- Home/school links are encouraged and lines of open communication with parents are put in place through the use of the Class Dojo App.

Success Criteria:

- Newly inducted children who are happily adjusted and making progress
- Parent satisfaction
- School yard supervision and in class teacher observation

Ratification and Communication:

This policy was ratified by the Board of Management and communicated to parents on dd/mm/yy.

Implementation and Review:

The Policy is currently being implemented and will be reviewed in the light of future enrolment trends. This policy was ratified by the Board of Management in November 2020 and will be reviewed again in 2023

Signed *Marian Canavan*
Marian Canavan -Chairperson

Mary Cahill
Mary Cahill- Principal

Date_____