

DALMENY PRIMARY SCHOOL

A Country School in the City of Edinburgh

Induction Policy

Policy No. 7

May 2004

Revised Nov 2004

Updated Dec 2005

**Induction of Pupils into P1
And help in transfer at P7**

Draft Policy No.7 May 2004 updating the March 2002 Policy No.7



Introduction

Dalmeny School actively promotes a smooth transition from its own and other Nursery Classes to Primary 1. In addition, as a 'Forces School' it accepts pupils at every stage at all times of the year and may similarly transfer pupils to other schools. Finally it liaises with the local High School to facilitate a smooth transfer of P7s. A policy written to describe these processes should ensure that children with different needs are always helped in a manner that is transparently fair. This policy will be given to all Nursery Parents who have been given a P1 place so that they become aware of the steps the school takes to help Nursery pupils make the change to Primary 1. Appendix A (Transfer of Pupils) will also be given to parents of new children in the school.

Rationale

School life should allow every pupil an opportunity to learn and grow in safety, happiness and with every possibility of fulfillment of potential. Barriers to this should be removed or at least reduced where possible. The uncertainties surrounding the transition from one school to another presents possible barriers and this policy describes our attempts to help overcome these.

Aims of this Policy

- To encourage pupils and their parents to prepare themselves for the transition into or from Dalmeny Primary School.
- To enable affected Staff to have a more detailed knowledge of children arriving so that the first weeks are spent efficiently by all concerned, providing the best possible learning environment.
- To assist those children moving to different educational systems or establishments.

Induction Programme for Pre-School Nursery Pupils.

- The school provides a booklet 'First Steps at Dalmeny' for Pre-Schooler's parents which explains briefly some of the main changes in school life for a P1. Common causes of concern such as the playground, lunchtimes, toilets, changing for gym, hometime, cloakrooms etc will be dealt with in a user friendly manner. The booklet is given out in the summer term together with details of classes, term dates and timetables. A full information handbook is made available to parents each November on request and is also available to download from www.dalmeny.ik.org
- Dalmeny Nursery children already make use of the main school premises; gym-hall. This use is increased in the final term and the P1/2 Class base is made available at times for Pre-Schoolers to come through and use with their Nursery Teachers or for manageable groups to take part in daily story time, joining present infants. P1 and Nursery Outings are combined when this seems beneficial with a Summer Term outing encouraged. Pre-Schoolers at other Nurseries are encouraged to join in outings and events. Appendix B
- The P1/2 Teacher visits the nursery regularly to meet with 4 yr olds. In the summer term the designated P1 teacher for the next session visits and works alongside these children. Both the nursery teacher and the visiting P1/2 teacher will take groups of pupils during that term in some directed play activities.
- The Teddy Bears' Picnic is held each summer and selected older pupils who are presently encouraged to take on responsibilities are asked to make themselves known to the pre-schoolers and their parents before beginning regular visits to the nursery to improve familiarity and trust. (These pupils, *Anchors*, will be responsible for helping out in the playground during the Autumn Term.) At the Teddy Bears' Picnic, which is an annual event, new parents especially have an opportunity to see the whole school in action at a school assembly.
- Nursery children will be given opportunities to join older children at play in the 'Big' Playground during this final term. This will be strictly supervised in defined areas. For the first couple of days in their first term at school P1 breaktimes will be staggered so that the P1s do not initially have to encounter the full school at play. (In June they will have been brought over for a series of visits which include supervised breaks with older pupils.)
- Stories about starting school are shared with the children and they are taken around the building to see 'Landmarks' mentioned in those stories, especially those areas that might cause them concern e.g toilets.
- Nursery staff introduce aspects of P1 life into the curriculum. e.g registration, lining up, and a very simple and child friendly 'homework'.
- The first intake fortnight will be organised so that there is a staggered intake allowing the intake teacher to teach P1s in restricted numbers for a few days. This allows them to settle into their new routines.
- Young 'Playground buddies' called 'Anchors' will be assigned to help new arrivals find their feet in the playground.
- Workshops will be held for parents soon after the children are settled to demonstrate homework, early literacy and numeracy and to allow parents the opportunity to ask questions.

Special Cases.

There are occasions where pupils in our pre-school class move to another country whilst they are still of nursery age at Dalmeny but would have been in a reception class in the new school.

Parents have reasonable concerns about how their children will cope with the move and we are able to offer help. If a pre-schooler is known to be moving to a different educational system where they will immediately be taught in a formal setting then, providing this is in the Spring or Summer Term and providing the parent requests help, the school will undertake:

- To liaise with the intended school if this is known, to find what that school's policy is with regard to taking in children during a session who have not yet been taught in a formal system.
- To have the nursery teacher liaise with the parent and decide on a programme to take place in the child's last two terms at Dalmeny. This programme should take into account the child's needs and personality and should be a selection from the Induction activities listed. Both the teaching staff and parents should agree on suitable activities. The programme would intensify in the child's last two weeks.
- Whilst we will inform parents of this service, they will have the responsibility of formally requesting help in writing, meeting teachers and passing information on to the school in time for an effective programme to be organized.

Transfer into Dalmeny Primary School.

Also in DPS Health Policy as Appendix B

Pupils should have their needs assessed as quickly as possible.

The following is a checklist for pupils transferring in or out of the class.

- **Read PPR's** Keep information for two years, longer if outside bodies are involved. (HT will inform when this is the case).
- **Name, date of birth, address, & emergency contacts, Medical Needs. Special Needs.**
- **Interests:** previous clubs and activities noted and catered for where possible
- **Permission Notes:** Play park, Trim Park, photos, local trips.
- **Absence notes** where there is a history of absences.
- **Transport/Free Meals/Milk/Dinner Time arrangements**

Pupils and their families should be included into class and school events from day 1.

- **Newsletter** ensure family has latest copy and copy of holidays.
- Provide a standard but individual **welcome letter**.
- **Class Timetable** Ensure pupil knows gym/swimming/art times.

Teachers should be able to incorporate new pupils into the teaching organisation within a week.

- **Pupil Profiles Assessment notes** and discussed in detail- time is given for this. If the PPR has not arrived after two weeks then there is daily action to follow this up.
- **Group Lists** and discussed in detail – time is given for this.
- **L/S timetable and file.**

In the first week.

Day 1. Take possession of previous files. Take copy of Phoenix Form for address and check for Social Work, Medical, Legal, Exclusion and Behavioural notes.

Remainder of week: File permission notes. Give copies of relevant newsletters and term dates home.

Read through profile for all Learning Needs (Consult with HT about unwanted material)

Check pupil's ability using school tests: Spelling, Reading and Maths.

Note handwriting ability.

Set pupil on Maths/Reading/Spelling.

Within four weeks:

Meet with parents to discuss settling in.

P1 parents are seen before the October Break.

Pupils Leaving:

Simply check that the school the child is going to would have all the above information. In addition provide a one page 'Transfer Report' in terms 1,2 and 3 or provide a full report in term 4.

The Transfer Report: App D

Nursery/Induction Arrangements for Summer 2006

These are the planned activities this year for the new intake of P1. Children who have not attended the nursery at Dalmeny are warmly invited to attend as many of these events as possible. It may be impractical for parents to attend all as many last only a short time but certainly the information afternoon on the 16th May, the teddy bear's picnic on 14th June and the whole school "meet the teacher" event on the 28th June are of long enough duration to make them worthwhile for children outside the school's nursery.

Mrs Murray will continue to visit the nursery each Monday morning.

1. **Tuesday 16th May:** Meeting for parents of new intake at Dalmeny school 1.30p.m. Crèche available.
2. **Monday 29th May:** First group of nursery children to join P1/2 class for story time.
3. **Thursday 1st June:** Second group of nursery children for story time.
4. **Monday 5th June:** Third group of nursery children to join P1/2 class for story time.
5. **Tuesday 6th June:** Teddy bear's picnic at school in the morning. Nursery children to join the rest of the school for assembly then picnic and games with P1 children. Welcome booklets made by P1 children to be given to nursery children to take home and share with their parents.
6. **Week beginning. 12th June:**
 - Nursery to share the playground with P1 from 10.15-10.30. Supervision by Mrs.Murray (CT), Mrs. Pryde (LA) and one of the nursery staff. Introduce routines for toilet when outside. This will be weather dependent and will not happen every day – dates to be finalised between Mrs. Binnington and Mrs. Murray that week.
 - Anchors to begin visits to nursery for ½ hour slots in groups to become acquainted with nursery children and to allow nursery children to get to know them. Exact times to be arranged between Mrs. Murray/Mrs Scott and Mrs. Binnington nearer the time. The anchors may also be asked to take part in the nursery/P1 playtimes.
8. **Monday 19th June:** Nursery to use P1/2 class with nursery staff from 9.30 – 10.45 to allow children to see the setting with familiar faces and get a chance to be there with their future "class mates". Staff to give the children a "tour" of the school and the toilets they will use. P1/2 class are to use nursery/field /hall depending on the weather.
9. **W.B. 19th June:** Nursery to share playtime with the whole school. All the nursery staff will be present to help with supervision and possibly Mrs. Pryde depending on her rota. This will be weather dependent and will not happen every day.
10. **Tuesday 27th June:** Whole school will have the opportunity to meet their teachers and future classmates. This will include the nursery children. At 9.45 there will be a whole school assembly and teachers will take their new classes to the hall. This includes the nursery children who will join the school at break-time as well. P7s will help the nursery staff.

Transfer of Pupils to Queensferry High School.

English Bridging Unit.

Queensferry High School English Department have created a Bridging Unit for P7s to tackle and take as evidence with them to the Secondary.

This Bridging Unit comprises a workshop on Shakespeare, on Poetry and several Short Stories from an Anthology.

Since Dalmeny always has a composite P6/7 the Poetry and one Short Story will be tackled by the whole class in Year 1, with the Shakespeare and another Short Story in Year 2. In this way P6s will not find themselves repeating work.

The workshops are further divided into material set at Level C-D and material at Level D –F.

Commonly, P6s will still be working at C – D, but where individuals are working already at E in P6 then that individual will naturally use the D-F material.

Work will normally begin on the bridging unit in December and can be incorporated into the usual studies for P6/7.

In the last week in June a Language Profile is sent to the High School.

Brief Assessment Profile.

A simple sheet showing National Assessment Levels attained, siblings, special needs and interests is sent by the High School to all Feeder Primaries. Dalmeny returns this but adds the Standardised Assessment details in Maths and Reading. The Maths Standardised Tests are used annually from P3 in this school and are compatible with those used in S1.

Visits.

Pupils make an all day visit to the High School during the Summer Term

A High School team visits Dalmeny for part of a morning to meet pupils and their teacher.

In 2004 a Youth Worker Team is making six visits to each Feeder Primary to help pupils discuss the transition.

The High School runs a Head Start Programme during the Summer Holiday for pupils identified as likely to need extra support in settling in.

The Cluster Primaries run a joint Cluster Athletics event, a fun day and, for the first time in 2004 a Joint Leavers Dance.

Rose Day

At the end of the Summer Term Dalmeny holds a special service called the Rose Day Service, when a formal goodbye is made to pupils. A School Dux is chosen from P7 and presented with the Dux shield-trophy for one year. In addition each P7 leaver is given a small gift paid for by the 'Friends of Dalmeny' Parent Teacher Association.

Transfer (Short Report)

This report is used if the pupil is leaving before the February break in any session. On or after the February break a full report is issued

Dalmeny Primary School

Name of Pupil

Date of Birth

Attendance

Latest National Assessment level in English Writing date

Latest target in English Writing (level expected and date by when it will be achieved)

Comments.

Latest National Assessment level in Reading date

Latest target in Reading (level expected and date by when it will be achieved)

Comments.

Latest National Assessment level in Maths date

Latest target in Maths (level expected and date by when it will be achieved)

Comments.

Homework Comments

Personal and Social Development Comments

German (if applicable)

Learning Support (if applicable)

Music tuition (if applicable)

Wider curriculum brief comments

After school clubs

Pupil's comments on the above

Parents' comments

Headteacher's comments