



INDUCTION POLICY

Approved On:	2 nd December 2025
Staff:	Headteacher, School Business Manager
Notes:	Non-Statutory
Review Cycle:	3 Years – School Choice
Next Review Date:	Autumn 2028

Headteacher: Mrs. Kate Collins

a member of



Learning Partners

academy trust

INTRODUCTION

At Sandfield, we want every child and member of staff to reach their individual potential. Children new to the school are made to feel welcome in the school community. Staff new to the school or to a new role within it, have a period of induction to enable them to understand the role and responsibilities they are undertaking. Every member of the school is expected to be a “buddy” to colleagues and the Senior Leadership Team is expected to coach or mentor colleagues.

PURPOSE

To inform all those at the school of the aims and details of practice, in relation to the induction of new children, new staff and current staff in new roles. This will provide consistent expectations and practice for all staff.

AIMS

- To inform children / staff of routines and expectations when establishing themselves in a new class.
- To support staff in understanding routines and expectations when establishing themselves in the school.
- To support staff in understanding routines and expectations when establishing themselves in a new role.
- To inform buddies of roles and expectations in supporting colleagues in new locations.
- To inform mentors of roles and expectations in supporting newly qualified staff.
- To inform staff of expectations for the induction of children new to the school.
- To ensure induction programmes are evaluated annually by SLT, with feedback from staff, parents, governors, and volunteers.

PRACTICE

Terminology

- **Buddy:** Someone who carries out the same/similar role and is closely geographically located, to offer support and encouragement.
- **Coach:** Someone who guides and trains colleagues in a particular subject or area of school life.
- **Mentor:** Someone who carries out the induction of a newly qualified teacher.

STAFF

- The induction period for staff lasts for the year that a colleague is new to the school or role within it.
- Mentoring takes place for the first year of a new teacher’s career and is in line with SFET Teaching School - NQT awarding body guidance.
- On arrival, staff are given information about school practice and procedures (staff handbook, summary of key policies, safeguarding documentation, welcome letter from Chair of Governors).
- The DHT will go through the annual calendar with the new member of staff, drawing attention to key events.
- All new members of staff are shown around the school and introduced to staff, classes, and governors.
- Buddies support colleagues day to day.
- Coaches provide regular meetings and coaching opportunities.
- Mentors follow South Farnham Teaching School guidance.
- Every new member of staff has a review meeting with the Headteacher in their first term.
- All staff are expected to support colleagues new to the school or in a new role.
- Induction milestones: Week 1 orientation, Term 1 review, Term 2 professional development check-in, End of Year evaluation.

CHILDREN

- EYFS induction includes nursery visits, Stay and Play sessions, home visits, and phased transition days.
- Records and reports are sought from the previous school.
- On the first day, office staff escort the child to their class and re-introduce them to the teacher.
- Children are assigned a buddy.
- Staff ensure lockers and trays are ready.
- Office alerts staff to new arrivals.
- Admin team enters data into Bromcom within 3 days and contacts previous school within 48 hours.
- Children are assessed in reading, writing, and maths within one month.
- SLT/SEN(D)Co/Assessment Lead monitor progress.
- KS1/KS2 children joining mid-year: Assigned a buddy, assessed within two weeks, and parents meet the class teacher after the first month.

PARENTS

- Families are invited for a school tour and may meet the Head if needed.
- Parents are shown the website and noticeboard, and encouraged to sign up to MCAS Seesaw, Clever Chefs and Scopay.
- Office alerts class rep within two days.
- Class teacher meets parents after two weeks to discuss progress.
- Required forms include admission, consent, FSM application, Home/School Agreement, Internet permission, PP application, and privacy forms.
- Additional support: Parents are offered workshops, coffee mornings and opportunities to engage with the school community.

GOVERNORS

- New governors have a buddy (usually Chair or Vice Chair).
- Code of Conduct shared.
- Enhanced DBS and Section 128 checks completed.
- Governor induction includes: introduction to committees, school visits, and encouragement to attend trust/local authority training sessions within their first year.

VOLUNTEERS

- DHT meets volunteers to share aims, ethos, expectations, and safeguarding information.
- DBS checks completed.
- Volunteers complete safeguarding training.
- Ongoing support: Volunteers are assigned a named staff contact for guidance and supervision.

HOME/SCHOOL PARTNERSHIP

This policy is available to parents/carers on the school website.

EQUAL OPPORTUNITIES

All individuals receive an induction programme. No one is discriminated against on the grounds of age, race, culture, gender, ability, religion, or social background.

RESOURCES

Policies are available on the school website: Child Protection and Safeguarding, Admissions, Equality, Home School Agreement. The staff handbook is available on the internal network system.

