



CARLTON MILLS
PRIMARY SCHOOL

INDUCTION PROCEDURE FOR NEW STARTERS

Welcome to Carlton Mills Primary School. We hope you enjoy your time here as much as we enjoy teaching you. We have put together some information to help you understand how our school operates so that your transition is a smooth one. You will be assigned a 'buddy' when you enter our school and you can ask them any questions that you have. If you have an additional language then a 'Young Interpreter' will be assigned to you to help. Please also feel free to speak to any member of staff if you are uncertain about anything. This induction pack will be shared with you by a member of staff within school.

WHO IS WHO?



ATTENDANCE AND PUNCTUALITY

The school places high importance on punctuality. The school day starts at 8:40a.m. and gates open at 8:40a.m. and remain open until 9a.m. Children will receive a late mark from 9:00a.m. and will need to come through the office to sign in on the Inventory screen and take their pass to their class teacher. School finishes at 3:15p.m. (Monday - Thursday) and 12:15p.m. on a Friday.

Pupils whose Parents/Carers work or are in full time education, can stay in school on a Friday afternoon for Friday club free of charge. If you require a Friday club place, please speak to the office for an application form.

LUNCH AND SNACKS

The Carlton Mills canteen is managed by [Facilities Management Catering Services](#), and they provide well-balanced and nutritious meals and refreshments for your child to ensure they are able to remain alert and focused throughout the school day. There is a wide-ranging menu which changes daily so there is always something for all tastes.

We also provide a Breakfast Club for students from 8:00a.m. until 8:40a.m. in the main hall, where pupils can have a healthy breakfast, sit and complete homework or revise, or take part in activities supervised by our school-led Breakfast Club Staff. If you wish to be considered for a place in the breakfast club please see the office team to be added to the waiting list.

Children in EYFS and KS1 are provided with fruit daily for free. If your child is in KS2 they may bring a piece of fruit to school with them. Please also ensure your child has a water bottle with their name on. This will be brought home for washing daily.

Milk can also be purchased for children over 5 years old. Please see the office if you would like your child to have milk during the day.

UNIFORM & PE KIT



Alongside our new school jumper or cardigan, children will need to wear the usual plain white polo shirt or shirt (short or long sleeved), a black skirt/pinafore or black trousers, black tights or leggings, and plain white or black socks. All headscarves must be plain black, without any patterns, embroidery or embellishments. Children must wear black shoes (not trainers) or boots. The summer dress will be yellow gingham. All children need a black Carlton Mills book bag or a black rucksack. If any families would like any further support or just want to ask any questions regarding our new school uniform, please contact our Home School Liaison officer (Emma Perkins) via the school office. Items can be purchased from the uniform shop or Natasha's and local supermarkets. Please note that cardigans and jumpers without logos are permitted as long as they are black.


PE uniform

From September our PE uniform will be a white t-shirt, black jogging bottoms or black shorts, black trainers and their school jumper/cardigan.




SAFEGUARDING


Carlton Mills Primary School Safeguarding Team



Designated Safeguarding Lead
Mrs C McDonald




Deputy Designated Safeguarding Lead
Mr. R Seedher




Deputy Designated Safeguarding Lead
Mr. J Dunn

All the people below have also had DSL training:



Mrs A Kemp



BEHAVIOUR

ZERO DISCRIMINATION EVERY DAY

BULLY-FREE ZONE

Bullying is not the odd occasion of falling out with friends, name calling, arguments or fights. Bullying is...

S Several **T** Times **O**h **P**urpose

SEE IT STOP IT SOLVE IT

Who can help?

Mrs McDonald Teachers
Mr Dunn Mrs Holdsworth
Mr Seedher

Carlton Mills zones of regulation procedure

Step 1

The Carlton 5

- Compassion
- Creativity
- Collaboration
- Confidence
- Courtesy

Proud of myself

Step 2

Identify Support

REST ZONE

- REST AREA
- READY TO LEARN
- SPENDING
- STOP

LEARNING ZONE

- CALM
- HAPPY
- DEEPLY
- READY

Step 3

Non verbal warning
Verbal warning

Child seen by SLT, and incident recorded on CPOMS by reporting adult. Class teacher to inform parents at home time.

Informal Internal suspension

Parent meeting with Head of School/SLT member & letter
Potential pre-suspension letter /fixed term formal internal suspension & pastoral intervention plan/external suspension

LESSONS

A typical day for KS2 pupils looks like this:

8:40-9:00	9:00-9:15	9:30-11:00	11:00-11:15	11:15-12:35	12:35-1:20	1:20-1:35	1:35-2:15	2:15-3:00	3:00-3:10
Monday PRS time	Connect PSHE	English	B	Maths	L	Maths Intervention	CUSP Curriculum		TLR time

In KS2, this is further enhanced with MFL, Computing, Music and PE.

In KS1, a typical day looks like this and has a high focus on phonics:

8:40-8:55	8:55-9:20	9:20-10:20	10:20-10:35	10:35-11:45	11:45-12:30	12:30-12:45	12:45-1:45	1:45-2:45	2:45-3:00	3:00-3:10
Monday PRS time	Connect PSHE	Phonics English	B	Maths	L	Maths Intervention	CUSP Curriculum			TLR time

In KS1, this is further enhanced with Computing, Music and PE.

In EYFS, the timetable is flexible to meet the needs of the younger pupils. There are focussed carpet sessions and group times for those children that are ready throughout the day and a high focus on early phonics.



Pupil induction Checklist		
Task	Who?	Completed?
Obtain pupil transfer forms and upload them to the system including correct ethnicity, religion and PP/FSM information .	Emma Perkins	
Email class teacher and CC Rishi Seedher and Jake Dunn into the email informing the class teacher key details. (Name of child, language of child, previous school experience and start date)	Emma Perkins	
Pupil name and details to be added to pupil tracker documents.	DHT/AHT	
Email ICT support for creation of pupil's log in details. Email Fran Atkinson for Purple Mash log in details. Email Jake Dunn for Read Theory log in details.	Class Teacher	
Prepare English, Maths, CUSP, Science book and reading record/planner & peg label for the child's first day.	Class Teacher	
Stickers with child's name and class printed and handed to the class teacher for the child's first day.	Hanfaa Bibi	
A class buddy to be provided by the class teacher, ideally a child who can speak the same home language (if EAL and if language is available) If EAL complete the Bell Foundation EAL assessment framework to assess the child within the first 2 weeks of starting school.	Class Teacher	
Class teacher to provide a tour of the school to each child, providing the 'Pupil Induction Guidance' document.	Staff Member	
Child to be listened to reading within the first two days and a reading book be provided.	Class Teacher	
Update given to parent/carer at the end of the school week.	Class Teacher	

