

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 <u>Facilities Management Catering Services</u>, 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.

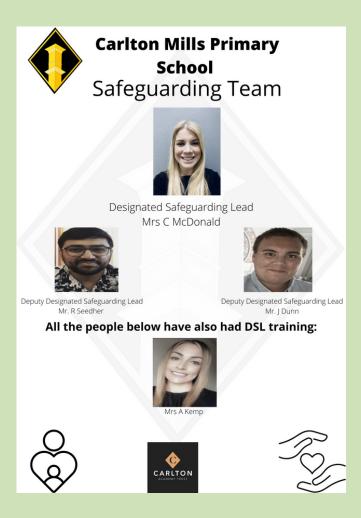
This will be brought home for washing daily.

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



SAFEGUARDING



BEHAVIOUR



LESSONS

A typical day for KS2 pupils looks like this:

8:40-9:00	9:00 - 9:15	9	9:30 – 11:00		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 P	SHE	English	В	Maths	L	Maths Inter- xention	CUSP Curriculur	n	TLR tim e

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	В	Maths	L	Maths Inter- xention	CUSP Curriculum		TLR tim e	
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	