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STUDENT INDUCTION POLICY

RATIONALE:

The Student Induction program provides the opportunity for all new students to become comfortable and secure in their new school environment. This program provides both human and physical resources that can be accessed readily by all students, which will make their induction to Cranbourne West Primary School welcoming, rewarding and positive.

GENERAL STATEMENT:

All new students arriving at Cranbourne West Primary School should be made aware of the physical and social cultures of the school to ensure a positive and non-threatening environment. These should include an awareness of the school's rules, both inside and outside the classroom, the areas in which they are allowed to play safely and the names of the teachers they can approach if they need to access information or require additional support. [Apart from their classroom and specialist teachers].

IMPLEMENTATION GUIDELINES:

- The Enrolment Officer should advise the Student Welfare Officer, Principal Class Officers and Community Liaison Officer of any unusual issues or concerns regarding the new enrolment and include the appropriate personnel in the enrolment interview.
- Classroom teachers should advise either the Welfare Co-ordinator or the Parent and Community Liaison Officer of any concerns or issues that need to be addressed after the 'settling in' period.
- Classroom teachers are to provide feedback if necessary to the Enrolment Officer or the Parent and Community Liaison Officer on the induction process and to offer suggestions if any concerns or issues are identified.
- All new students are to be allotted 2 'Buddies' on the first day which will assist in helping the new student become accustomed to the school yard, facilities, rules, play areas and general environment.
- Every student who transfers into the school must be assessed within three days of their arrival.
- The parents of all new students are to be contacted approximately two weeks after enrolment to ascertain how the student is settling in and whether there are any areas or concerns that may need addressing.

EVALUATION:

- Consultation with Parents, Teachers and Office Staff in regards to the induction process.
- Follow up with all new students in an informal manner.

School Use Only

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