

## Induction – Procedures for New Entrants Roles and Responsibilities

### Class Teacher:

#### *Have you:*

- Welcomed and introduced the new child to the rest of the class?
- Informed your Classroom Assistants and made time for induction?
- Enough desks and rearranged seating?
- Placed child in a team?
- Placed child in an interim team?
- Checked if new child's records have been received?
- If records have not been received after two weeks, have you informed the office?
- Set up buddy system for new child?
- Does the buddy understand their role and responsibilities?

#### *Do you need:*

- Support from EMAS co-ordinator?
- To discuss SEN support with the Deputy headteacher? (Probably not before at least one week)
- To arrange testing for attainment levels?
- Do your plans reflect the new child's needs, ie. Ongoing support from the CA?

### Classroom Assistant:

#### *Do:*

- Tour of school, including people
- Get exercise books/folders and other equipment needed, eg maths equipment wallet
- Act as an adult buddy
- Library book loan system
- Label for trays if needed
- Get hymn book and sit with child to cover it
- Intermittent support in class with work/friendships

#### *Explain:*

- Lunchtime procedures
- Toilet rules
- Playtime rules
- Toys rules
- Wet playtime procedures
- Uniform rules
- PE times and kit needed
- School fund
- Dinner money and menus
- Which doors to come in and out of and walking on the left
- No put down zone
- After school clubs they can join
- What team points are
- School rules