



Yarrells School & Nursery

INDUCTION FOR NEW PUPILS POLICY

Policy Lead (Position (and Initials)): **Head (SW)**

Date of Last Review: **May 2021**

Date of Next Review: **July 2022**

At Yarrells Preparatory School the health, safety, happiness and well-being of our pupils is very important. We pride ourselves on delivering high-quality pastoral care towards our pupils and we take a close interest in each individual pupil. This is the responsibility of all staff.

We realise that any new pupils joining us need to be supported in settling in, and the aim of this system is to ensure that pupils starting at Yarrells will have a welcoming experience right from the very start. Now that Covid-19 restrictions are being lifted we can renew the procedures we have in place whereby staff members support the new children in becoming familiar with the school, and we also give children in the school the responsibility of helping to befriend new pupils and welcoming them to the school.

The benefits are twofold: the current children have the opportunity for responsibility, while the new children know that they have a fellow student they can turn to for support.

Buddy systems help to promote friendship and support between these peers through regular collaboration between their classes, fostering a sense of whole-school community. They also create friendships that enable both 'buddies' to bond more closely with their school, increasing the likelihood of more positive school behaviour for all pupils. We have assigned two members of staff to play a key role in supporting both the new child and mentors in terms of the 'buddy' system: Mrs Clare Cunningham and Mr Tom Lewis.

Visiting/Familiarisation Day

The visiting pupil will be assigned a 'buddy' within their current year group. That child's role will be to stay with the visiting pupil as much as possible throughout the day. The buddy will guide the child around the school and will help the child follow the routines at break times and lunch times, informing them of practicalities such as where the toilets are. They will introduce the visiting pupil to teachers and to pupils, helping them become more familiar with their new environment.

The Pupil's First Day

The pupil and parents will be greeted at the main door by the Head and a member of staff will take the child to his/her new classroom. It is the whole school's responsibility to welcome new pupils and help them to settle quickly. The teacher will help answer any questions the pupil has and endeavour to ensure the first day is a positive one. In assembly, the pupil is always given a special mention to introduce them and offer a warm welcome. At the end of the day the teacher will meet with the child to review the day. The child is also introduced in the weekly newsletter.

An older brother/sister 'buddy' will be assigned to the pupil on their first day so they have someone they can approach should they have any concerns. The older 'buddy' has the responsibility of seeking out the new pupil to give a friendly greeting.

The Role of the Big Sister or Brother 'Buddy'

The aim of this role is to give the senior pupils a further opportunity for leadership and responsibility. The senior 'buddy' who will be from the same school tribe as the new pupil, will be introduced to the new pupil and will arrange to meet with the new pupil at a time that is mutually convenient in the first week. The Big Brother or Sister 'Buddy' will then help befriend the new pupil and provide as much support as possible to ensure he/she settles quickly. The Big Brother or Sister 'Buddy' will act as a positive role model and will be mindful of the new pupil. Whenever their paths cross there should be exchanges of friendly smiles or high fives!