



WELCOME POLICY FOR CHILDREN NEW TO SCHOOL.

Introduction:

- This policy is designed to support casual admissions into the school after the academic school year has started.
- Kenmore Park Infant & Nursery School has a diverse community reflecting the local area with many different languages being spoken.
- Although the majority of the school population is stable we have many families who have been mobile within the borough, once arriving at Kenmore Park Infant & Nursery they tend to stay for their primary education.
- There are a number of new admissions during the course of the school year from families that have been re-housed where the children may have attended at least one school in this country usually for a short period of time.

(UNCRC Article 28: All children have the right to an education)

Aim of the Policy:

- To welcome new pupils and assure them and their family that our school is a safe and caring environment.
(UNCRC Article 19: All children have a right to be safe)
- To provide new families with information about our school and curriculum and give children an information pack.
- To record relevant information about a child's background, previous schooling and educational experience and medical information where needed.
- To acknowledge and celebrate the skills and ability that new children bring to our school.
- To ensure that children are assessed as soon as possible (after an initial settling in period a reassessment may be necessary.)
- To develop strategies to help new children make friends and have support from their peers.
- To enable each child to access the curriculum at an appropriate level.

Procedure for welcoming new pupils:

Whilst there are certain key roles for different members of staff all staff and pupils have a responsibility to welcome new pupils.

Office staff:

- Welcome families who have been assigned to Kenmore Park Infant & Nursery School.
- Arrange a time and date for a welcome interview.
- Provide information about school meals.
- Explain the process for purchasing the school uniform and book bags via Parentpay.
- Pass on any EAL assessments when they arrive from previous schools to EAL TA who will pass information to class teacher
- Add children to EAL register where applicable.
- Make relevant class SMSA aware of new EAL arrivals.

Head teacher:

- Welcome new children and their families.
- Checks all new admissions forms with parents/ carers and where necessary makes arrangements for a member of the school staff who shared the parents' community language to support them with completing the forms and translation.
- Ensure children who are able to speak the same language show family around the school where possible.
- Inform class teacher of new arrival and pass on relevant information.

Class teacher:

- Make sure the new admission form is read.
- Acknowledge child's previous experiences, cultural background, language and achievements.
- Build on child's existing progress.
- Ensures that named coat, peg, tray, books etc are provided.
- Prepares the rest of the class for the new arrival – arranging for a "Class friend" who will make the new child feel welcome.
- Helps children to learn routines, rules and expectations of the class.
- Trains special friends during class circle time.
- Find resources to support the home language of pupils.

Inclusion Manager

- Keep record of new EAL pupils.
- Arrange with class teacher to assess new EAL pupils and complete an assessment form within three weeks/ or once the pupils have settled into school.
- Support class teacher with strategies and resources for accessing the curriculum arrange a time for regular support if pupil is at initial stage of learning English.
- Arrange a time for regular support if pupil is at initial stage of learning English (where possible with an adult who speaks in their home language).
- A 6-week review of all new admissions.
- Ensure resources are available to support all languages.
- To carry out a home language assessment when needed.

Teaching assistants

- Make themselves aware of new pupils.
- Give extra support to EAL pupils.
- Assist in training special friends.
- Be aware of needs of new children on the playground.
- When possible arrange a visual timetable.
- Sort resources.

Class friends

- To help new arrivals feel welcome in the school
- Introduce and explain contents of welcome pack.



SENCO

- Liaise with class teacher if a new pupil arrives with identified special educational needs.

To support this policy, think of ways to include:

- Class friend training at circle time
- Link with home e.g. invite to workshops
- Visual timetable as a link with home.

Signed: R. K. Mahil-Pooni & James Snowden

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Next review: September 2020