

INDUCTION POLICY

It is induction policy that a pupil is integrated fully into the life of the school as quickly as possible so that he can develop both academically and socially in a safe and caring environment.

Aims

- To encourage attitudes of self-confidence, self-esteem and self-discipline.
- To provide an awareness of routine and procedures within the School.
- To make pupils aware of the school pastoral system.
- To establish good study habits.

Objectives

- To provide a sense of security and establish a sense of belonging.
- To promote personal development.
- To establish a caring community both inside and outside school leading to a concern for others.

Method

For those pupils transferring from P7 the induction programme is as follows:

- a New Entrant Pack is sent to the home of each pupil;
- a 'get to know you' interview with a member of staff is held in May/June;
- a school based 'induction' day takes place in August;
- Year 8 pupils attend school on the first day of the Autumn term without other year groups being present;
- school routine is explained and also given in writing;
- a conducted tour of the school is given;
- on the second day a separate Assembly is held for all new boys;
- a further explanation of procedures takes place;
- a structured programme of integration is made available through the Personal and Social Education course;
- full length homeworks are phased in over the first two months of the Autumn term.

For pupils who enter school to a form above Year 8:

- an interview is organised with the Headmaster;
- an interview is held with his Head of Year;
- a mentor is allocated for a month from the new pupil's year group and classes;
- on the first day of admission an explanation of procedures takes place;
- an induction package is provided.

Complaints Procedure

The school recognises the importance of home-school links and parents wishing to make a complaint should contact the school and speak with the Head of Department, Head of Year, a Senior Teacher, a Vice Principal or Headmaster as appropriate.

Monitoring and Evaluation

- Through both pupil and parent consultation (both formally and informally).
- The responses are reported to Senior Management and appropriate action taken.

- The policy is reviewed periodically by the Education Committee of the Board of Governors.

INDUCTION PROCEDURES

1. INDUCTION FOR BOYS IN YEAR 8

1.1 Liaison with Primary School

- A senior member of staff visits each feeder primary school to give a talk about Bangor Grammar School, followed by a question and answer session.
- An open day is held for P7 boys and parents in January.
- Primary schools which have pupils transferring are contacted in order to obtain information regarding special needs etc.

1.2 New Entrant Pack

- Every pupil who has been accepted for entry into Year 8 is sent a new entrant pack.
- The new entrant pack contains a comprehensive set of information sheets.
- Also included in the new entrant pack is a section containing detachable forms for completion by parents.

1.3 Interviews

- A pupil who has been accepted for entry into Year 8 is invited, together with his parents, for an informal interview with a member of staff. This interview takes place in late May or early June.
- A predetermined list of questions is put to each pupil and the answers recorded for inclusion in the pupil's file.

1.4 School Based Pre-Term Induction

- To enable a pupil to adjust quickly and happily to the challenges and demands of his new school environment, a school based induction half day event takes place in August.
- Pupils are involved in group activities.
- The programme enables a boy to meet informally with his Head of Year and Form Teacher and provides an opportunity for him to make new friends.

1.5 First Day of Term

- Only those who are new entry pupils in Year 8 and above attend.
- Issue of text books and stationery takes place.
- Lunch arrangements and games procedures are explained.
- An introduction to the Personal and Social Education (PSE) programme is given.
- A conducted tour of the school takes place.

1.6 Second Day of Term

- A separate assembly is held for Year 8 pupils.
- Form meetings for Year 8 pupils continue with the PSE programme.

1.7 Personal and Social Education (PSE)

- All Year 8 pupils receive a booklet with lessons pertinent to induction.
- PSE is taught in a timetabled slot of 35 minutes each week.
- Midway through the Autumn term the book 'Issues 1' is introduced.

- Two of the PSE periods are set aside each year for work on Records of Achievement.1.8 **Homework**
- Homework is set to take about 1½ hours per evening Monday to Thursday and 1½ hours at week-ends.
- During the months of September and October homework is gradually increased to about 1½ hours per evening.

2. INDUCTION FOR BOYS ABOVE YEAR 8

- Each pupil is sent an induction pack.
- Each pupil has an individual interview with the Headmaster.
- Each pupil has an interview with his Head of Year.
- School procedures are explained.
- A peer mentor is allocated for 1 month.
- For a pupil who starts school at a time other than the beginning of the year a peer mentor is provided for a period of up to 1 month.

3. EVALUATION AND ASSESSMENT

- A questionnaire may be issued to parents after the initial interview.
- Feedback is obtained formally via pupil questionnaires and also informally at the “Pastoral Fair” event.
- The Curriculum Committee evaluates new intake procedures.
- The teacher in charge of PSE evaluates the effectiveness of the Year 8 PSE programme by considering the response of the Form Teachers.