

Sheringham Woodfields School

Sheringham Woodfields School
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Registered Charity: Friends of Sheringham Woodfields School - 1127142

INDUCTION POLICY

Approved by SMT: 15 th March 2021	Approved by Staff: 22 nd March 2021	Approved by Governors: N/A
Next Review date: Spring 2024	Person(s) responsible for review: SLT	

Rationale

At Sheringham Woodfields School we believe that good induction practices are important for all new members of staff. New staff will receive a comprehensive programme of induction and will be assigned a mentor if the SLT feel it is necessary. This is aimed at helping new colleagues to feel welcome and become part of the staff team. We recognise the importance of the unique skills and the fresh approach new staff can bring to our school. All staff are encouraged to contribute to the induction of a new colleague.

The school based induction programme

If required, new staff will be allocated a mentor by the Business Manager or Assistant Head: Quality of Education. The mentor will introduce their new colleague to the school and plan opportunities for them to learn about all aspects of the school. It is also the task of the mentor to identify any needs or concerns that the new applicant might have.

The school induction pack will be made available and an opportunity will be made to discuss the contents within the first few weeks of appointment.

The pack includes:

- Welcome and introduction to the school.
- Code of Conduct (including Childcare disqualification form)
- Aims of the school.
- Emergency procedures.
- Fire briefing
- Safeguarding Policy
- Respect, dignity and confidentiality policy and Equality policy
- Behaviour policy
- Class list
- List of Governors
- ICT acceptance form
- Additional information to support new staff in their new role

Following an initial period of induction, and certainly within the first half term, all new staff will have the opportunity to meet with a member of SLT to discuss their own professional development. At the end of the first half term an appointment will be made with the Business Manager to ensure your induction is progressing satisfactorily.

Sheringham Woodfields School will operate regular induction meetings to cover different elements/workings of the school.

A programme of induction briefings will be provided to new staff, starting within the first half term of their employment.

Probation reviews will run as per the probation policy.