

# Sheringham Woodfields School



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Registered Charity: Friends of Sheringham Woodfields School - 1127142

## NEW STAFF INDUCTION POLICY

Approved by SMT: 19 <sup>th</sup> January 2024	Approved by Staff: 26 <sup>th</sup> January 2024	Approved by Governors: N/A
Next Review date: Spring 2027	Person(s) responsible for review: AHT/HT	

### 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. 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

New staff will be allocated a mentor by a member of SLT. The mentor will usually be within the same class or phase and provide a point of contact for queries and support. They will 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 at the point of commencement 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)
- Mission Statement
- Health and Safety
- Fire briefing
- Safeguarding Policy
- Respect, dignity and confidentiality policy and Equality policy
- Behaviour policy
- Equality Policy
- Additional information to support new staff in their new role

A pack of annual updates and staff permissions (including ICT) is also provided. Following an initial period of induction, and certainly within the first half term, all new staff will have the opportunity to meet with Yvonne Afford to discuss their own professional development and probation. The School Business Manager may also attend. The Schools probation policy will then come into effect.

Sheringham Woodfields School will operate regular induction meetings to cover different elements/workings of the school. These will be timetables and shared accordingly. This 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, with a typical probation lasting 2 terms.