

Royal Borough of Kingston upon Thames

Green Lane Primary and Nursery School



## New Pupil Induction Policy

## **New Pupil Induction Policy**

### **Rationale**

To ensure that families joining Green Lane Primary and Nursery School are all inducted into the school in the same way whilst recognising the individual needs of families and children. Once a place has been offered to a child then the Green Lane Primary and Nursery School new pupil induction policy is followed.

### **Aims and Objectives**

- To welcome all families to make them feel part of Green Lane Primary and Nursery School from the outset.
- To ensure that each family is given the same information and in a timely manner
- It is the joint responsibility of the administration and teaching staff, led by the admissions manager to ensure this policy is adhered to.

### **Working Together and shared responsibility**

#### **School's Responsibility:**

School will review the policy to ensure appendixes are correct and current  
Ensure that each family has the following documents issued to them:

- Welcome to Green Lane-Appendix A
- Pupil Admission Form-Appendix B
- Permission Form-Appendix C
- Home, School and Child Agreement-Appendix D

Families are also given the following documents:

- Uniform Information letter – Appendix E
- School Values-Appendix F
- Information-Use of digital images – photography and video - Appendix G
- Information-Green Lane Primary and Nursery School Term Dates
- All you need to know! Years 1-6 2017-2018 – Appendix H

Children new to the school in Nursery or Reception will receive all of the above and an information leaflet titled either 'All you need to know! Nursery 2017-2018' or 'All you need to know! Reception 2015-2016'

A leaflet containing information about the schools extended care provision 'The Green House' will also be made available to parents.

#### **Parental Responsibility:**

Parents and Carers are expected to complete the paperwork issued to them and return this to school prior to their child's start date, late paperwork can delay the start date of children. For children new to the school in Nursery or Reception home visits are offered for which families are actively encouraged to participate in. For children joining mid-year Parents/Carers are required to meet with their child's class teacher prior to them starting which will be organised for a mutually convenient time. At this meeting a 'New Starter' form will be completed – Appendix I.

**Appendix A**

## **Welcome to Green Lane Primary and Nursery School**

You will find the following information and forms in your pack:

**Forms to be completed and returned:**

1. Pupil Admission form
2. Permission from
3. Pupil Premium Registration Form

**Optional forms to complete:**

1. School uniform information letter
2. Cool Milk

**Information:**

1. Green Lane Family Values
2. Use of digital images – photography and video
3. Term Dates
4. Green Lane Primary and Nursery School-All you need to know



Appendix B

## Pupil Admission Form

Please complete both sides of this form and return

<b>CHILD'S SURNAME:</b>  <b>Forename:</b>  <b>Date of Birth:</b>  <b>Gender: Female          Male</b>  <b>Total number of children in family</b> <b>Child's position in family</b> (eldest child= 1, second eldest child = 2, etc)  <b>Is your child entitled to receive Free School Meals?</b> <b>Yes/No</b> (If you are receiving Income support/ Child Tax Credits/Income Based Jobseekers Allowance or Support under part V1 of the Immigration and Asylum Act 1999)		<b><i>For office use only:</i></b>  <b>Admission Number:</b>  <b>Admission Date:</b>  <b>Records requested: Yes / No</b>  <b>From which school:</b>  <b>Birth certificate seen? Yes / No</b>  <b>Passport seen? Yes / No</b>	
<b>Address at which child lives:</b>     <b>Postcode:</b> _____ <b>Home Telephone Number:</b> _____			
<b>Mother: Mrs. Miss. Ms. Other</b> _____  <b>Full Name:</b>  <b>Address: (If different from above)</b>   <b>Telephone numbers:</b> <b>Home:</b>  <b>Work:</b>  <b>Mobile:</b>  <b>Email:</b> <b>I give permission for my email address and</b>		<b>Father: Mr. Other</b> _____  <b>Full Name:</b>  <b>Address: (If different from above)</b>   <b>Telephone numbers:</b> <b>Home:</b>  <b>Work:</b>  <b>Mobile:</b>  <b>Email:</b> <b>I give permission for my email address and</b>	

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<b>mobile number to be registered with Parent Pay Yes/No</b>	<b>mobile number to be registered with Parent Pay Yes/No</b>							
<b>Emergency Contacts (in addition to the parent/main carer)</b>								
<b>Name:</b>  <b>Telephone Number:</b>  <b>Relationship to the child:</b>	<b>Name:</b>  <b>Telephone Number:</b>  <b>Relationship to the child:</b>							
<b>Child's Previous Education History</b> <b>Name and address of last school:</b>   <b>Has your child attended a playgroup? Yes/No</b> <b>Name of playgroup</b>								
<b>Does your child have a medical condition/allergy? If yes, please give details.</b>	<b>Doctor's Name and Address:</b>   <b>Borough of GP:</b>							
<b>Behaviour/Learning</b> Have you ever been concerned about your child's behaviour or learning? <span style="float: right;"><b>Y/N</b></span> Have any outside agencies been involved with your child e.g Educational Psychologist? <span style="float: right;"><b>Y/N</b></span> Has your child ever been placed on a stage of the SEN register? <span style="float: right;"><b>Y/N</b></span> Does your child have a current Individual Education plan (IEP)? <span style="float: right;"><b>Y/N</b></span> Does your child have a Statement of Educational Needs-Education Health Care Plan (EHCP) <span style="float: right;"><b>Y/N</b></span>  Has your child received 1:1 support in their previous schooling? <span style="float: right;"><b>Y/N</b></span> Have you had any involvement with Social Services concerning your child or family? <span style="float: right;"><b>Y/N</b></span>								
Some of the following information is used in the school census and by the local education authority to allocate funding.								
<b>Religion</b>  <b>Child:</b>  <b>Father:</b>  <b>Mother:</b>  <b>Does your child have any dietary requirements for <u>RELIGIOUS REASONS (eg no pork)</u> Please state:</b>	<b>Traveller/Refugee/Asylum Seeker Please tick as appropriate</b>  <b>Traveller</b> Yes/No  <b>Refugee</b> Date of Entry     / /  <b>Asylum Seeker</b> Date of Entry     / /							
<b>Ethnic Origin</b> <b>Please tick as appropriate</b> (*please delete as appropriate)	<b>Family Language</b> <b>Please list languages in the order most spoken at home.</b>							
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black;"><b>Mother</b></td> <td style="width: 12.5%; border: 1px solid black;"><b>Father</b></td> <td style="width: 12.5%; border: 1px solid black;"><b>Child</b></td> <td style="width: 12.5%; border: 1px solid black;"></td> <td style="width: 12.5%; border: 1px solid black;"><b>Child</b></td> <td style="width: 12.5%; border: 1px solid black;"><b>Mother</b></td> <td style="width: 12.5%; border: 1px solid black;"><b>Father</b></td> </tr> </table>	<b>Mother</b>	<b>Father</b>	<b>Child</b>		<b>Child</b>	<b>Mother</b>	<b>Father</b>
<b>Mother</b>	<b>Father</b>	<b>Child</b>		<b>Child</b>	<b>Mother</b>	<b>Father</b>		

The governing body will review and monitor this policy and evaluate its effectiveness.  
Agreed by staff: September March 2016 Agreed by Governors: Spring 2016 Review: Spring 2018

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1. Albanian				1 <sup>st</sup>			
2. *Black- African/ Caribbean							
3. Black - Other				2 <sup>nd</sup>			
4. Bangladeshi							
5. Chinese				3 <sup>rd</sup>			
6. *Gypsy/Roma/Traveler of Irish Heritage							
7. Indian				Nationality Child:			
8. Korean							
9. Kosovan							
10. Other Asian				Country Of Birth Child:			
11. Other ethnic group							
12. Pakistani							
13. *Sri Lankan – Other/Sinhalese/Tamil							
14. *White – English/Scottish/Irish/Welsh							
15. White - European							
16. White - Other							
17. Other - please specify							

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Appendix C

## Permission Form

Please complete both sides of this form and return

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

This information is maintained on a computer database. The school is registered with the Data Protection Agency. The Data kept by the school is used solely for educational purposes and parents may be given copies of the data.

### **EDUCATIONAL VISITS IN THE LOCAL AREA**

From time to time as part of the National Curriculum we would like to take the children on visits in the local area to make observations of the local community (e.g. houses, recreation areas etc.) and to visit libraries, shops etc. Please sign below if you are happy for your child to be included in such visits. Where visits are further afield or involve transport, a separate permission slip will be sent.

I give permission for my child to go on visits to the local area. I understand that where visits are further afield, I will be informed in writing and separate consents will be required.

Signed.....Date.....  
Parent/Guardian

### **E-SAFETY RULES**

***Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed. (A copy of these rules that are part of our e- safety policy can be found in in your welcome pack)***

Pupil and parent/guardian agrees:

- I have read and I understand the school e-Safety Rules
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed.....Date.....  
Parent/Guardian

Signed.....Date.....  
Child (Parent / Guardian following discussion with child)

**PUBLICATION OF WORK, PHOTOGRAPHS AND VIDEO**

Publication of images may be in newspapers or on the Web on sites such as the school's website, Managed Learning Environment, Twitter or school Facebook page. I also agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter will be published subject to the school rule that photographs will only be accompanied by a pupil's first name unless further specific permission has been sought.(Further information on the use of digital images in school can be found in our e-safety policy)

Signed.....Date.....  
Parent/Guardian

**INTERNET ACCESS**

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials, but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed.....Date.....  
Parent/Guardian

**PLEASE TELL US WHO WILL BE COLLECTING YOUR CHILD**

Name and relationship (aunt, uncle, grandparent, friend, neighbour)

- |    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |





## Appendix D

# Home, School and Child Agreement

Please complete this form and return

In signing the Home, School and Child agreement, all parties are committing to ensuring the education of \_\_\_\_\_, at the highest level, is a major priority for all.

### The pupil will:

- Always do their best when completing all their classwork and home learning activities.
- Keep the school's rules at all times.
- Always respect other people and their belongings.
- Be polite and helpful to others and show good manners.
- Encourage friendships, especially with new children who join the school.
- Arrive at school on time each day.
- Bring their reading book and record, book bag and P.E kit to school each day.
- Wear the correct uniform and be tidy in appearance.
- Keep the school free from litter and graffiti.

Signed .....  
(Pupil or Parent / Guardian following discussion with child)

### The school will:

- Provide the opportunity for children to come into school from 8.45am.
- Provide a broad and balanced curriculum.
- Expect and reward good standards of nauthor.
- Provide a friendly, hardworking environment where children feel happy, safe and secure.
- Keep parents informed about all aspects of their child's progress.
- Inform parents about planned school activities which will be taking place each term.
- Contact parents if there is a concern or problem, of any sort, affecting their child.
- Ensure each child reaches his/her 'full potential' and is seen as a valued member of the school community.
- Set, mark and monitor purposeful home learning activities.
- Encourage friendships.

Signed .....  
(Headteacher)

### The parents will:

- Ensure that their child attends school regularly, punctually, properly equipped and wearing the correct school uniform.
- Contact the school, before 9.30am, if their child is going to be late or absent. (Parents understand that the school will call if contact has not been made by 9.30am)
- Provide a written explanation for their child's absence.
- Commit to, and support the school with its policies, procedures, homework and behavioural expectations.
- Inform the school about any concerns or problems that might affect their child's work or nauthor.
- Support their child with all home learning opportunities.
- Attend parent's evenings and discussion meetings about their child's progress.
- Encourage a positive attitude, in their child, towards learning and school based activities.
- Provide relevant contact numbers, addresses and information to enable the school to effectively support their child.

Signed .....  
(Parent / Guardian)

The governing body will review and monitor this policy and evaluate its effectiveness.  
Agreed by staff: September March 2016 Agreed by Governors: Spring 2016 Review: Spring 2018

# Green Lane Primary and Nursery School

Green Lane, Worcester Park, Surrey KT4 8AS  
Tel: 020 8337 6976 Fax: 020 8330 7023  
Email: office@glp.rbksch.org  
Web: glpns.org.uk



Chair: Mr D Morgan  
Headteacher: Mrs S Berlemont  
Deputy Headteacher: Mrs A Reed

## Appendix E

June

2017Dear Parents and Carers,

Green Lane school uniform can be purchased from Trutex. Their shop on Central Road, Worcester Park opens from 9.30am to 5.30pm Monday to Saturday (closed Wednesdays) with occasional opening on Sundays during their busy times. They also have a website that you can order through.

### Trutex will supply:

Sweatshirts with logo @ £12 to £15 depending on size

Cardigans with logo @ £13 to £15 depending on size

Polo shirts with logo @ £8 to £10 depending on size

Reversible fleece with logo @ £18

Grey jogging bottoms @ £9

Black P.E. shorts @ £8 to £10 depending on size

P.E. t-shirts @ £7 to £7.50 depending on size

### The school will continue to sell:

Book bags

P.E. bags

Swimming hats

These items are available for ordering and paying for through Parentpay (schools online payment system).

Yours sincerely,

Mrs J Davey  
Admissions Manager  
jdavey4@glp.rbksch.org

NURTURING POTENTIAL IN EVERYONE





Appendix F

## Information-Green Lane Family Values

### We care:

at Green Lane...  
**we care**  
for ourselves, each other  
and our environment  
supporting others to be more confident

### We communicate:

at Green Lane...  
**we communicate**  
openly and honestly,  
considering the effects of our  
words and actions on others

### We are positive:

at Green Lane...  
**we are positive**  
about ourselves and in  
our learning, demonstrating  
resilience and ambition

### We challenge:

at Green Lane...  
**we challenge**  
ourselves and each other,  
taking risks, persevering  
and striving for excellence

### We value:

at Green Lane...  
**we value**  
individuals and teams,  
skills and qualities, showing  
respect for everyone

### We share:

at Green Lane...  
**we share**  
our strengths, weaknesses,  
knowledge, skills,  
successes and fears



## Appendix G

# Information-Use of digital images – photography and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

**If the pupil is named, we avoid using their photograph.**

**If their photograph is used, we avoid naming the pupil.**

Where showcasing examples of pupils' work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staff and volunteers/helpers are not allowed to take photographs or videos on their personal equipment without prior permission from the Head teacher.

### **Examples of how digital photography and video may be used include:**

- Your child being photographed (by the class Teacher, Teaching Assistant or another child) as part of a learning activity;  
*e.g. photographing children at work, then sharing the pictures on the Interactive whiteboard in the classroom - allowing the children to share their work and make improvements.*
- Your child's image for presentation purposes around the school;  
*e.g. in school wall displays and PowerPoint® presentations to capture images around the school or in the local area as part of a project or lesson.*
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools and educators as well as the wider community;  
*e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, your child's image could appear in the media if a newspaper photographer or television film crew attend an event.*

Note: If we, or you, wanted your child's image linked to their full name, we would contact you separately for permission, *e.g. if your child won a national competition and wanted to be named in local or government literature.*

The governing body will review and monitor this policy and evaluate its effectiveness.

Agreed by staff: September March 2016 Agreed by Governors: Spring 2016 Review: Spring 2018

## E-Safety

### Foundation Stage and Key Stage 1

#### Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



### Key Stage 2

#### Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use the school IT for school work that the teacher has asked us to do.
- We only use websites that an adult has chosen or that relate to our studies following permission from an adult.
- We tell an adult if we see anything we are uncomfortable with and turn off the screen.
- We only e-mail people we know, or that an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know without asking an adult.
- We do not use Internet chat rooms.
- We do not open a Facebook account (You have to be 14 years of age)
- We do not damage the IT equipment. If we accidentally damage something, we will tell our teacher.

Appendix H

# Green Lane Primary and Nursery School



## All you need to know! Years 1-6 2017-2018

All information and more can be found on our  
website [glpns.org.uk](http://glpns.org.uk)

### **Staff List and Class Names**

Mrs Berlemont- Headteacher

Mrs Reed-Deputy Headteacher

Miss Tewari- Inclusion Leader and Child Protection Officer.

<b>Year</b>	<b>Class</b>	<b>Teacher</b>	<b>Year</b>	<b>Class</b>	<b>Teacher</b>
Nursery	Cherry	Miss V. Parnell	Three	Willow	Mr M. Furner
Reception	Fir	Mrs S. Goldsack	Three	Lime	Miss D. Shrives
Reception	Pine	Miss T. Hurley	Four	Hawthorn	Mr A. Smith
One	Ash	Miss B. Jones	Four	Elm	Miss R. Khan
One	Rowan	Miss R. Dalley	Five	Sycamore	Miss J. Connors
Two	Birch	Miss Y. Zaher	Five	Spruce	Miss C. Macdonald
Two	Larch	Miss K. Verge	Six	Chestnut	Mr L. Christy
			Six	Oak	Mrs M. Jonsson

### **Greenhouse-Breakfast, Afterschool and Holiday Club**

We offer extended care beyond the school day from 7.30am-8.45am at the cost of £5.50 per session and after school 3.15-4.30pm at the cost of £6.50 per session and 3.15-6.00pm at the cost of £12 per session. Please see a Green House leaflet for further information and details about these sessions of the holiday club, Evergreen. All sessions must be booked in advance as places are limited.

### **Communication and Payments-Parent Pay**

The school uses a payments and communications system called Parent Pay. Parents are asked to sign up to Parent Pay when their child starts school at Green Lane. This system allows us to email you letters rather than providing paper copies which can often get lost. When you sign up to Parent Pay you are also asked for your mobile phone number so we can then use this as another form of communication and to contact you in case of emergency.

### **Payments**

You are actively encouraged to use our payment system, Parent Pay, for payments. The school office is unable to accept cash payments.

Monies for PTA (Friends) run events should be paid directly to a member of their selling team or via Parent Pay as advised in their newsletters.

### **Assemblies and 'Fantastic Finales'**

Class assemblies take place throughout the school year on a Friday afternoon at 2.45pm.

'Fantastic Finales' provide an opportunity for you to see what your child has been learning and are open to parents 3 times a year. You can find the dates and times for these events for your child's class and year group on our school website.

### **School Educational Visits**

School educational visits are an important part of your child's education. A lot is gained from learning that takes place outside of the classroom. It is expected that your child will take part in school educational visits. Please make sure you speak to the office about a DBS check if you think you will be able to volunteer on trips and visits.

The governing body will review and monitor this policy and evaluate its effectiveness.

Agreed by staff: September March 2016 Agreed by Governors: Spring 2016 Review: Spring 2018

### **Taking your child out of school**

We would strongly discourage you from taking your child out of school to go on holiday. When you take your child out of school they will miss a lot of valuable learning time. Any absence for holidays will be recorded as unauthorised on your child's records. If you do wish to request time off for your child you are required to complete a Leave of Absence form.

### **School Timings**

<b>Years</b>	<b>Relaxed Start</b>	<b>Morning Session</b>	<b>Break time</b>	<b>Morning session</b>	<b>Lunch</b>	<b>Afternoon session</b>
<b>1 and 2</b>	8.45am - 8.55am	8.55am - 10.30am	10.30am - 10.45am	10.45am- 12.00pm	12.00 pm -1.15pm	1.15pm-3.15pm
<b>3 and 4</b>	8.45am - 8.55am	8.55am - 10.45am	10.45am- 11.00am	11.00am- 12.15pm	12.15 pm -1.15pm	1.15pm-3.15pm
<b>5 and 6</b>	8.45am - 8.55am	8.55am - 10.30am	10.30am - 10.45am	10.45am- 12.30pm	12.30pm- 1.30pm	1.30pm-3.15pm

**Office Opening Times-** 8.30am-4.30pm (Monday-Thursday) 8.30am-4.00pm (Friday)

### **Illness**

If your child is unwell it is important that you call the school by **9am** on 020 8337 6976 and leave a message on option 1 to let us know that they will not be in school. If your child is going to be late in due to an appointment please also let the school know.

### **Uniform**

#### **Girls:**

Green Lane sweatshirt or cardigan  
White polo shirt  
Grey skirt or trousers  
Grey/black/white socks  
Green and white summer dress (summer term)  
Black shoes, leather in appearance

#### **Boys:**

Green Lane sweatshirt  
White polo shirt  
Grey trousers or shorts  
Grey/black/white socks  
  
Black shoes, leather in appearance

#### **PE Kit-Boys and Girls:**

Coloured team t-shirt (Your child will be allocated to a school team, lions, tigers, panthers, or leopards)  
Black shorts  
Trainers and black plimsolls  
Jogging bottoms/sweatshirt (winter)

#### **Hair:**

Boys' haircuts should be graduated in design and no shorter than a number 3 using clippers. Girls' hair should be tied back with a green, white or black hair tie. No large or colourful hair accessories please.

\*It is the expectation that haircuts are appropriate for a working environment, for example designs shaved onto heads are NOT considered to be appropriate for school.

#### **Other:**

No jewellery should be worn to school.

If your child has their ears pierced, small plain studs should be worn. These should be removed for PE lessons.

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Agreed by staff: September March 2016 Agreed by Governors: Spring 2016 Review: Spring 2018



No nail varnish to be worn in school – pupils will be provided with the equipment to remove nail polish should they come to school wearing it.

### **What to bring to school daily**

- Book bag (attaching a key ring to the handle will help them identify it easily)
- Named water bottle
- PE kit (taken home half termly for washing or more frequently if you wish)
- Outdoor lunchtime kit (trainers/sweatshirt/ jogging bottoms)

### **Lunch**

School meals are ordered on the day at registration if required. Hot lunches **cannot** be ordered after 9.30am so if you have an appointment you must contact the school to pre-order a lunch for your child. All meals that need to be paid for must be done so in advance.

### **Support for families**

Ms Tewari (our Inclusion Leader) and our EAL co-ordinator are always available to offer advice and help to families. Ms Tewari is also the school's Child Protection Officer.

### **Birthdays and Celebrations**

As we are a healthy school we would ask that on birthdays you do not bring in sweets and cakes to share with the children. If your child would like to share something with their class they could bring in some fruit or a book to share and add to the book corner. During the year we enjoy learning and celebrating lots of different festivals and special occasions. If you are happy to come in and talk to the children or share photos etc. that would be great too. We would welcome the opportunity for your child to share festivals that are celebrated at home. If you let the class-teacher know we can share this with all the children.

### **Working Together**

At school we hope to have a very open, honest and positive relationship with you. We have an open door policy at Green Lane which means that if you ever have any questions or want to talk to us about something we are always available. If you are a working parent and unable to speak to the class teacher you are able to email us with any questions/comments you may have. You can also arrange a meeting with the teacher at a mutually convenient time. This is recommended if you need to speak to the teacher for longer than a few minutes.

### **Parent Consultation**

In the Autumn and Spring terms parents will be invited to sign up for a parent consultation meeting with their child's class teacher. On these two days Reception to Year 6 children will finish at 1.30pm. Nursery sessions will run as normal. In the Summer term there will be an open evening.

### **Supporting your child's learning and Homework Club**

There are a number of ways that we will ask you to help support and contribute to your child's learning. These include daily reading and completing your child's homework on a weekly basis. Homework is set on a Friday to be returned the following Wednesday. We offer a homework club for you to attend with your child on Mondays 3.15-4.15pm. If there are any issues at home that might affect your child's learning, please let their class teacher know so we can support them in the appropriate way.

### **School Fund**

The governing body will review and monitor this policy and evaluate its effectiveness.  
Agreed by staff: September March 2016 Agreed by Governors: Spring 2016 Review: Spring 2018

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Each year we ask for a voluntary contribution of £15 from all families (£15 a year/£5 a term). This money pays for the extras that government funding does not cover such as cooking, art and craft consumables etc.

**Helping in School**

We welcome any help you can give to school. This might involve helping in classes, helping with administrative tasks - whatever you are happy to do! Also if you have any talents or skills you would be happy to share e.g. Sewing, please let us know. Regular help or help every now and again is also welcomed. You will require a DBS check and these can take some time to come through so if you think that you would like to come in and help please speak to someone in the office who will be able to help you get your DBS check.

**Friends (our Parent Association)**

Now you have joined Green Lane, you are automatically a member of our Friends and are welcome to become as involved as you would like. You can help by offering assistance with various events such as discos, school fetes and/or by helping with admin tasks. The Chair of the Friends contact details are [greenlanefriends@gmail.com](mailto:greenlanefriends@gmail.com) Come along to the regular coffee mornings on the first Friday of every half term at 9am in the school Orchard to find out more. Additional meetings are held in the run up to events.

Appendix I

# New Starter Form

Please complete both sides of this form



Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

*This form is intended as notes and ideas of questions to ask at the parents/pupil/teacher induction meeting. For families with English as Additional language please assess if a translator is required.*

## **Pupil**

Does the pupil have any particular strengths?

\_\_\_\_\_

Does the pupil have any needs which might affect their learning? e.g. eyesight, hearing problems, learning difficulties

\_\_\_\_\_

What are the pupil's interests? e.g. sports, clubs, reading, computer

\_\_\_\_\_

How would you describe the pupil socially? E.g. confident (has lots of friends), shy (prefers one or two close friends)

\_\_\_\_\_

Are there any religious issues we should be aware of? ie. Relating to food, participation in assembly and RE.

\_\_\_\_\_

## **Family**

Who does the pupil live with?

\_\_\_\_\_

Who will be bringing and collecting the pupil from school? (Password required for Reception/Nursery)

\_\_\_\_\_

Are there any skills they would be prepared to share?

\_\_\_\_\_

Is there anything else we can do to help meet their needs? e.g. separated families, would they like 2 copies of the newsletter?

\_\_\_\_\_

**Children and Families with English as an additional language**

What is the main language spoken at home?

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Are there any other language spoken at home?

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If applicable-Is there anyone who could help with translation/would you like a buddy?

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**Pupil**

Is the pupil's English: Fluent\_\_\_\_\_ Basic\_\_\_\_\_ Limited\_\_\_\_\_

What is the pupil's academic ability in first language?

Reading: Fluent\_\_\_\_\_ Basic\_\_\_\_\_ Limited\_\_\_\_\_

Writing:Fluent\_\_\_\_\_ Basic\_\_\_\_\_ Limited\_\_\_\_\_

Maths: Fluent\_\_\_\_\_ Basic\_\_\_\_\_ Limited\_\_\_\_\_

**Parents**

Is the parent's English: Fluent\_\_\_\_\_ Basic\_\_\_\_\_ Limited\_\_\_\_\_

**Other**

Are you or do you think you may be eligible for free school meals? Yes/No

Details\_\_\_\_\_

Parent has been given a New Starter Pack? Yes/No