INDUCTION POLICY

Al-Ameer English School is committed to safeguarding and promoting the welfare of the children in its care. The induction programme is a vital process that is undertaken to support newly appointed staff, volunteers and students. An effective induction programme for teachers and support staff is essential to maintain continuity of purpose and benefit from the additional expertise the new member of staff will bring.

AIMS

Our priority is to raise standards and improve the quality of e- learning for all our pupils in a safe and attractive welcoming environment. The Induction Policy and the Induction Procedures aim to provide all newly appointed staff, and thosechanging role, with a programme of structured e-learning support and guidance appropriate to their role.

POLICIES TO STUDENTS AND PARENTS

- Introduction of schools' policies and practices to students, teachers and parents
- Use of school portals and credentials
- The school's Code of Conduct– making clear the expected standards of conduct and behaviour
- The school's policies and procedures, including safeguarding, acceptable use of ICT
- Requirements for reporting absence
- Health and Safety procedures explained and training received if necessary
- Advised on how to report any issues in online classes
- School timing and punctuality policy
- Absenteeism policy
- Personal standards/behaviour, code of conduct or agreement
- Dress code and standards of appearance
- Student responsibilities
- Students goals and targets

<u>POLICIES TO TEACHERS</u>

- Introduction of schools' policies and strategies
- Introduce the school website and its authenticity
- Use of school portals and credentials
- The school's Code of Conduct– making clear the expected standards of conduct and behaviour
- The school's policies and procedures, including safeguarding, acceptable use of ICT
- Requirements for reporting absence
- Health and Safety procedures explained and training received if necessary
- Advised on how to report any issues in online classes
- Work timing and punctuality policy
- Absenteeism policy
- Personal standards/behaviour, code of conduct or agreement
- Dress code and standards of appearance
- Student responsibilities
- Students goals and targets
- The New National Curriculum
- Staff values (school vision)
- School Prospectus
- Access to Policy documents
- Assessment advice, recording, reporting, resources and procedures
- Class list
- Child Protection
- Safeguarding
- Behavioural Policy
- Information on whole school and year group resources, including ICT
- E-Safety
- Timetables
- SEN information
- Roles and Responsibilities of all staff