



We track Your Child's Future  
**AL AMEER**  
English School



نصحت لمستقبل اولادكم  
**الأمير**  
مدرسة الإنجليزية

## **THE SCHOOL INDUCTION POLICY**

**Updated on January 2021**

**Reviewed and approved by:**

**OSG TEAM**

**AL AMEER ENGLISH SCHOOL, AJMAN**

## **INTRODUCTION**

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 those changing role, with a programme of structured e-learning support and guidance appropriate to their role.

## **ROLES AND RESPONSIBILITIES OF STUDENTS AND PARENTS**

- Are responsible for using the school digital technology systems in accordance with the Student Acceptable Use Policy
- Ensure the use of school portals and credentials
- The school's Code of Conduct– making clear the expected standards of conduct and behaviour
- Need to understand the school's policies and procedures, including safeguarding, acceptable use of ICT
- Need to know how to report any issues in online classes.
- Students should use only the school email service to communicate with others when in school, or on school systems
- Explain Health and Safety procedures and give training for the students
- Follow the School timing and punctuality policy
- Personal standards/ behaviour, code of conduct or agreement
- All pupils have their own unique username and password which gives them access to the school portal and other services.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- Conducts a CPD certified course of online safety advice, guidance and training for parents.

## **POLICIES TO TEACHERS AND STAFF**

- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Agreements.
- Conducts a rolling CPD certified course of online safety advice, guidance and training for teachers and staff.
- Monitor and review the incidents in the online class and address the same to the e-safety group.
- Introduce the school website and its authenticity
- Understand their first point of contact for support and day today queries.
- Use of school portals and credentials
- Follow the school's policies and procedures, including safeguarding, acceptable use of ICT
- Requirements for reporting absence.
- Explain through flowchart how to report any issues in online classes
- Personal standards/ behaviour, code of conduct or agreement
- All new staff must understand and follow the guidelines given in school's Electronic Communications Guidance for school staff.

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