Introduction

Kew Green Preparatory School strongly feels that every new member of staff should be welcomed and supported throughout their first year in the school and beyond. The appraisal system begins after the first year to continue this support, but it is recognised that, during the first year, special support is required. The Induction system aims to be a flexible system, acknowledging that new members of staff will require different support depending on their previous experience (both number of years and types of schools).

Aims for New Members of Staff:

- To integrate successfully into the school or new role
- To feel properly supported and so fulfil their role successfully
- To help new staff to understand the ethos of the school and prepare them for the events and challenges of their first year at KGPS
- To have opportunities for observation and discussion of their work with senior staff to discuss any difficulties that may be experienced.
- To contribute to their sense of job satisfaction and personal development.
- To identify and address any specific training needs.
- To provide Safeguarding, eSafety, first aid, and health & safety training.
- To enable them to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
- To ensure that new staff work to the best of their professional abilities, following the school's standards

Underpinning these aims is the fact that happy, well supported staff will be more effective teachers and thereby raise pupil achievement.

Process:

Following the Move Up Day Induction Meeting attended in the term prior to starting at KGPS, each new member of staff will attend a series of induction meetings mostly in the first term, with a lesser amount in terms two and three (see Appendix 1). New staff members will attend regular induction sessions led by the Deputy Head, with other staff members occasionally leading or contributing to sessions when required. These sessions will begin as weekly meetings, moving to fortnightly sessions as and when appropriate, and finally to more occasional meetings once inductees are more familiar with the forms, processes and expectations of the school. Meetings will be timetabled to ensure that all new staff can attend.

The Deputy Head will lead the induction sessions in such a way as to ensure that new staff are guided through the requirements and expectations of Kew Green Preparatory School in a helpful, constructive and non-judgmental way. New staff members will be given regular opportunities to ask questions, support and encourage each other and learn from each other's experiences.

Each new teacher will also be assigned a longer-serving member of staff as a mentor during their first year at Kew Green Preparatory School.

At the Move Up Day Induction Meeting, new staff will be issued with an Induction Pack containing a checklist (see Appendix 3) of policies/documents to read within the first month of working at the school. These include:

• Acceptable Use of Technologies
• Safeguarding

- Staff Code of Conduct
- Pupil Behaviour Policy
- E-Safety Policy
- Social Media
- Mobile Devices
- Procedure for Missing Child Policy
- Registration & Attendance
- Keeping Children Safe in Education

This policy has been written with due consideration for and in accordance with Keeping Children Safe in Education.

Logistics of Mentoring:

Heads of Section will observe a lesson for all new teachers and teaching assistants during their first half term and the Headteacher will observe during the second half of their first term. Feedback will follow in a coaching style of discussion where areas for development will be agreed. Follow-up lesson observations and drop ins may be arranged to ensure they are meeting their targets. A copy of any lesson observation notes and feedback will be given to the new member of staff, and saved in the confidential file on the school network.

Each new member of staff will be assigned a mentor who is an experienced teacher within the school by the Deputy Head (after discussion with SLT). SLT will discreetly monitor the success of the pairing. A mentor's role is to listen, advise and offer non-judgemental support. The mentor will not consult with any other people or with the SLT without talking to the mentee first, except in exceptional circumstances. In addition, the appropriate line manager will be supporting and guiding each new member of staff.

Key Events for New Staff

Move Up Day
All new members of staff are expected to join the school for Move Up Day during the end of the Summer Term. During this day, the new member of staff will meet their class, mentor and line manager and further information will be shared.

New Staff Induction Meeting
All new members of staff will meet with the Deputy Head during one of the INSET days at the start of their first term at Kew Green Preparatory School. There will be further meetings with mentor, line manager and Designated Safeguarding Lead, key subject heads, SENDCO and any other appropriate key personnel.

Meetings
The mentor will meet regularly with the new member of staff in the first half term. The Deputy Head will be kept informed that meetings are occurring. All meetings will be conducted on a confidential basis.

Lesson Observations
Heads of Section will further support new staff members by formally observing a lesson each during the new member of staff's first 4 weeks (see Staff Handbook for more details) and the Headteacher will observe within the first 10 weeks. There will be formal feedback from both these lesson observations and opportunity for reflection.

Further meetings and lesson observations will take place as necessary (see Staff Handbook) between the mentor and new staff member, and also lesson observations by Heads of Subject and Heads of Upper / Lower School.

Other forms of induction

The work of the mentor will be supplemented by monitoring and support from line manager, subject leaders, SENDCO and fellow teachers.

WRITTEN BY: Head of Data, Assessment and Compliance (Amy Kinross)
READ & APPROVED BY: Kew Green Preparatory School Senior Leadership Team
READ & SHARED: with all staff at Kew Green Preparatory School
DATE: September 2021
REVIEWED By: Kat Loh, Deputy Headteacher (Maternity)
REVIEW DATE: September 2025
NEXT REVIEW: September 2026

Appendix 1

Timetable of Meetings and Observations

Term One	
INSET Day Induction Meeting Induction Meetings A and B Lesson observation by Headteacher & Hea dof Section Informal meetings if required by inductee.	
Half Term	
Induction Meeting C Continued mentoring by SLT member Lesson observation by Headteacher Informal meetings if required by inductee	
Term Two	
Induction Meeting D Continued mentoring by SLT member. Informal meetings if required by inductee	
Half Term	
Informal meetings if required by inductee	
Term Three	
Induction Meeting E Continued mentoring by SLT member. Informal meetings if required by inductee	
Half Term	

Informal meetings if required by inductee	

Appendix 2

What is covered at each induction meeting?

Move Up Day

- IT Information – logging on, printer codes
- Key Policies
- School life information:
  - ➢ Dress code
  - ➢ Term dates
  - ➢ School day
  - ➢ Timetables
  - ➢ Dismissal sheets
  - ➢ Club information
  - ➢ Planning
  - ➢ Key dates
  - ➢ Documentation for classroom
  - ➢ HR information
  - ➢ DBS

INSET Day Meeting

- Tour of building, parking, access, gate codes, fire escapes
- Children's files
- Recapping key dates
- Completing the register
- Break & Lunch duties
- Parent reps
- Awards and Behaviour Management
- Buddy information
- Safeguarding and Prevent information – led by Designated Safeguarding Lead
- Learning Support key information – led by SENDCO
- Health and Safety
- Managing Parental Expectation – homework diaries and email

The following information is shared by a class teacher or someone in their department during the INSET days:

- Fire drill / evacuation procedures in their classrooms
- Resources for their class
- AOB the inductees may have

Autumn Term Meetings

Induction Meeting A – to be held in the first full week of term. This meeting is led by the Deputy Head with other HODs/Heads of Section attending to talk about their sections where relevant. This meeting will cover:

- Use of TAs
- Medical Needs
- Observations

- ICT equipment
- CPD and feedback sessions
- Clubs
- CPOMs
- Marking policy
- AOB from inductees

Induction Meeting B - to be held towards the end of the first half of term. This meeting is led by the Deputy Head with other HODs/Heads of Section attending to talk about their sections where relevant. This meeting will cover:

- Check in for Policy reading
- Staff welfare
- Appraisal
- Assessment Week
- Themed Week
- Parents' Evening

Induction meeting C - to be held in the first few weeks after the half term holiday. This meeting is led by the Deputy Head with other HODs/Heads of Section attending to talk about their sections where relevant. This meeting will cover:

- Trips – Head of Educational Visits
- Christmas Arrangements
- End of term arrangements
- AOB the inductees may have

Spring Term meetings

Induction meeting D - to be held during the first half of term. This meeting is led by the Head of Lower School with other HODs attending to talk about their sections where relevant. This meeting will cover the items listed below and any other significant matters that arise for specific events happening this term.

- Key dates

Summer Term Meetings

Induction meeting E - to be held during the first half of term. This meeting is led by the Deputy Head with other HODs/Heads of Section attending to talk about their sections where relevant. This meeting will cover the items listed below and any other significant matters that arise for specific events happening this term.

- Key dates
- Residential
- Reports
- End of term arrangements
- Summer Fair
- Move Up day
- Coaching – questions and process

Induction to Year 5 and the 11+ process

This meeting will be held by the Head of Upper School or a member of SLT that is involved in the 11+ process. It will cover the following areas:

- What is the 11+, what are the schools?
- Outline of the year by term.
- How to manage parents

- Year 5 11+ meeting to parents – group and individual
- Early standardised tests, early parents evening, meetings with parents
- AOB / questions staff may have.

This meeting with be arranged at a convenient time to suit all staff involved, within the first three weeks of term.

Appendix 3

Induction Checklist

Please use this checklist to ensure you have read, completed or signed the appropriate policies.

Item	Action	Completed by	Sign when completed
Fire evacuation	Familiarise yourself with process for your classroom/area		
Payroll Forms	All forms signed and returned to HR		
Acceptable Use Policy	Read & JE notified		
Staff Privacy Notice	Read and inform JE when read		
Safeguarding	Read Safeguarding Policy (DSL = Amy Kinross, Deputy DSL = JE, KL)		
Staff Code of Conduct	Read Staff Code of Conduct		
Key school policies (found on the Staff Drive)	Read: • Pupil Behaviour • E-Safety • Social Media		

	• Mobile Devices • Procedure for a Missing Child • Registration and Attendance Policy		
Safeguarding Module	Read and complete module on EduCare		
Prevent Module	Read and complete module on EduCare		
Child Protection Module	Read and complete module on EduCare		
GDPR Module	Read and complete module on EduCare		
Keeping Children Safe in Education	Read		