



Procedure to support children joining school mid-year

The class teacher will:

- Meet the child and parents, ideally before their first day.
- Check that a tour of school has been conducted and if not offer another
- Assign a buddy to the child.
- Observe friendships developing and be prepared to help if they don't develop.
- Talk to the child a lot!
- Ensure that the first day, week, month is very positive
- Organise a meeting with parents by the end of the first week
- Ask another parent from the class to "buddy up" with the new parents. Maybe introduce them to someone from FOWPS.
- Read the information from the previous school.
- Organise a discussion with the SENCo if necessary.
- Pupil conference in English, Maths and the wider curriculum
- Hear the child read by the end of the first day and ensure they choose a library book or reading scheme book whichever is appropriate.
- Complete the Salford reading test (KS2) by the end of the first week.
- Complete a phonics screening for children in KS1

The Team Leader will:

- Introduce themselves to the child and their parents.
- Read the information from the previous school.
- Meet with the teacher for an informal pupil progress meeting within the first two weeks.

- Talk specifically about the child in the termly pupil progress meeting.

The class teacher will use the following strategies to get to know the child quickly

Pay careful attention to how they behave in class:

- Are they confident?
- Have they developed a strategy to hide their lack of understanding?
- Notice their interactions with other pupils.

Talk to them about their learning –and use ongoing AFL in class to assess understanding. Are they secure in their understanding?

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teacher will consider the following:

Risk Factors	Protective Factors
Bullying	Clear policies on behaviour and bullying
Discrimination	Open door policy for children to raise problems
Breakdown or lack of positive friendships	A whole school approach to promoting mental health
Deviant peer influences	Positive classroom management
Peer Pressure	A sense of belonging Positive peer influences
Poor teacher to pupil relationships	Teachers and LSAs who know the importance of building good relationships with all children.

The class will:

- Welcome the child, show respect and friendship.
- The buddy will help them familiarise themselves with the layout of the classroom, school, the routines in the classroom and school.

The School Office will:

- Ensure the family are given the welcome booklet of information, registration forms and uniform list
- Ensure the child has the necessary logins for learning e.g. Google Classroom, DoodleMaths, MyMaths
- Obtain necessary permissions, e.g. for photos, visits etc
- Let class know permissions, medical info, allergies, pupil premium, service child, school house name, contact details etc
- Add the child to SIMS and School Cash Office



- Contact the previous school to let us know any safeguarding concerns

Service Children

If the new child joining your class has a parent from the armed forces, then a good transition to our school is all the more important as they may have already had a number of school moves. All the advice and procedures above apply however there may be more need to seek support from ELSA. Service Premium is available to provide additional emotional support. Class teachers who feel that the child may need to have additional support should discuss this matter with their Team Leader and the Pastoral Team.