

Larwood School

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What we know about ourselves -New staff Induction-Updated 2016

Having completed an initial review discussion with new staff in 2015, the process was repeated in 2016. The only way to check/confirm/disprove our hypothesis was to actually speak to those staff involved. Therefore we will continue to apply our new starter procedures as follows:

- To try and ensure that new staff attend pre-start events such as Hertfordshire Steps training
- To try and ensure that new staff visit in advance of their agreed start date to familiarise and orientate themselves with our school (as much as possible depending on circumstances)
- To continue to use our new staff check list which includes sessions on health and safety, vision and ethos, ICT use and issues, child protection and behavior management. Specific elements of induction that may be missed such as the protocols for radio communication, lunch time table arrangements with an experienced member of staff initially and having a key member of staff to oversee playtime arrangements.
- To include two follow up meetings (informal) with new staff during their first term which will be with the Headteacher and Deputy Headteacher
- To ensure that a first SIMS write up is, whenever possible, completed with an experienced colleague used to using the system.
- As part of ongoing training for all staff, to try and release individuals so that they act in the role of an additional teacher/LASA for the day so are able to see good practice across the school

The meeting with four new staff (all in different roles-teaching/support) confirmed many of our initial thoughts. The review meeting conducted with the Headteacher confirmed that our overall package was good. The time invested to allow staff to see and be part of the school really helped. Minor additions were mentioned that can easily be included such as advance guidance about radios.

S D Trimble-Jan 2016

