



A School Partnership In Rural England

Motto : ‘ **We Aspire to Inspire**’

Our Values – using the initials of the names of the schools.

K – Kindness

U – Understanding

P – Patience

H – Honesty

L – Love

B – Boldness

Induction Policy

Document History

Original KULB document reviewed and approved by EHT for ASPIRE wide use. Noted by ASPIRE Federation GB 7 July 2020

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Review Bi-Annual or as required. Next review June 2026

The term ‘school’ refers to the schools in the ASPIRE Federation: Kingswood Primary, Ulcombe CE Primary, Platts Heath Primary and Leeds and Broomfield CE Primary. The term may refer to them jointly or individually.

At our two Church of England schools this policy will be delivered through strong links made to our Christian values:

Leeds & Broomfield Church of England Primary School

At Leeds & Broomfield we build strong foundations for all; to learn, flourish and fill their hearts with God’s love. Everyone is important, valued and needed to make L&B grow. We give a quality all round nurturing education which develops the whole child; If the rain came we would not fall.

*“As many hands build a house, so many hearts make a school.”
(Matthew Ch 7 24-27)*

RESPECT RESILIENCE EMPATHY CURIOSITY HONESTY

Our school Christian Values support the development of the children and all within the school and local community, giving the children and staff a positive outward looking view. The pupils and staff support and help each other and the local community enabling all to flourish.

We have explored the story of Matthew (Ch 7 24-27) showing curiosity, and the children felt empathy for the builder of the house on the sand, but said they must be resilient to try again. Jesus was honest with his followers and people followed and trusted him. The story continues showing how Jesus respected all and everyone who wanted to listen and learn could – no one was turned away. This high level of inclusion and respect is what makes Leeds and Broomfield a great school community to be part of ‘many hearts make a school’.

Ulcombe Church of England Primary School

Ulcombe Church of England School is a nurturing, inclusive learning space, where our uniqueness inspires trust and welcomes diversity. Our children all flourish (for however long they are with us), in an environment where learning through making choices (good or bad) is not only embraced but discussed and, when needed, forgiven. This allows our learners to become positive role models in *their* wider communities. The whole school community works together in unity to ensure that our practice fully reflects the passage of Corinthians 12:12-14. The children and adults feel included and appreciated as one body with diverse cultures learning, working and flourishing together to accept everyone and nurture their aspirations for the future.

*“One body, many members, learning together surrounded by God’s inclusive love.”
(Corinthians 12:12-14)*

TRUST RESPECT HOPE ENDURANCE

Induction Policy

Introduction

This policy applies to all employees and also, as appropriate, to volunteers, agency staff and governors who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring as appropriate.

Safeguarding Children and Child Protection will feature prominently in every induction programme. The first weeks and months are vital to the success of any appointment.

The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contribution to the school.

The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the school culture, ethos, priorities aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The Induction Programme should be cross- referenced to the NQT Induction requirements and probationary periods for support staff, as appropriate. Induction is an organic on-going and evolving process that realistically takes weeks and months.

The ethos of the federation is that learning is a shared responsibility and there is an expectation that new members joining the team will be proactive in asking for help.

The induction process should:

- Provide information and training on the school's policies and procedures
- Provide Child Protection information – including outlining responsibilities
- Enable the colleague 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
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the school's Safer Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectation
- Identify and address any specific training needs

The induction programme may include:

- A meeting with the headteacher or senior member of staff
- Signposting to the list of essential policies on the website – signing that these have been read
- Receiving copies of essential documents relating to role
- Explanation of help and support available
- Details of work shadowing and assigning of a Buddy if appropriate
- Details of other relevant individuals with responsibility for induction e.g. the IT technician to offer logins etc, the designated mentor or supervisor