



## **MOBILITY POLICY**

### **COLLEGE TOWN PRIMARY SCHOOL**

Approved Date	Sept 2024
Approved At Curriculum GB	Oct 2024
Date of Next review	Sept 2027
Statutory	NO
Adopted from Bracknell Forest	NO

## **MOBILITY POLICY**

### **Induction & Exit Procedures**

#### **Aim**

*To ensure that Service children and others arriving outside of the usual admission times settle quickly, allowing them to establish secure friendships and make purposeful and sustained progress from their first day at our school to the first day at their next school.*

#### **Induction**

##### **Early contact**

- a) Parents are encouraged to contact the school in advance so a school prospectus can be sent and a visit arranged
- b) Parents are given the school website address [www.collegetownprimary.com](http://www.collegetownprimary.com)
- c) If the child has not yet moved into the area and/or there is short notice of a start date, a meeting will be arranged for the morning of the child's start date when paperwork will be completed.

##### **Prior to admission**

- a) Tour of the school (except during Covid-19 when a tour is not possible) and where possible a brief introduction to class teacher to take place.
- b) Class teacher/TA to make coat and drawer labels – teachers will be given a minimum of 48hrs notice where possible. Notice will be given in the form of an email containing relevant information about new starter.
- c) Parents and pupils to be introduced to the Headteacher or a member of the SLT where possible.
- d) Registration is managed by the Attendance & Welfare Officer:
  - ❖ Registration form completed including contact details and health issues, photograph and trip permission form, toilet accident parental authorisation, ICT agreement, Home School Agreement and information on policies availability via parent access on website.
  - ❖ Records from previous school are requested within 48 hours and a record of this is kept. Where records are received these are then passed onto the class teacher and this is noted.
  - ❖ Parents given transport information where appropriate
  - ❖ The welfare lead will explain the induction process to parents, this will usually be during the morning of the agreed start date.

##### **First week**

###### **Class Teacher and T/A follows induction list;**

- a) Complete Pupil Induction Checklist
- b) Current Curriculum Newsletter enclosed to ensure detailed such as P.E, library, book changing days is apparent.
- c) Attendance & Welfare Officer meets with new family
- d) Welcome letter sent from Headteacher

- e) Postcard sent from class teacher

## **Second week**

- a) Welfare Officer/ TA to complete pupil survey, check pupil has settled and teacher's induction list completed at the end of the pupil's first week.
- b) Complete the casual intake profile (CIP) and any other baseline tests e.g. Phonics
- c) Welfare Officer to speak to teacher to gauge how well the child has settled and find out about any issues.
- d) Phone call from Attendance & Welfare Officer to update parents on how their child is settling in. Attendance & Welfare Officer to complete Induction feedback form (attached at end of policy) and report to Head termly on parent feedback.

## **Within the first ½ term**

- a) Pupil's hello & goodbyes in year group newsletter.
- b) Casual intake profile follow-up completed where required
- c) Assessment data returned from class teacher to SLT
- d) Pupil progress update given to parents by class teacher
- e) Welfare Officer to complete New Arrival Checklist.

## **Transfer**

### **Office**

- a) Attendance & Welfare Officer sends home Leavers information form requesting details of next school.
- b) Attendance & Welfare Officer prepares leavers envelope and checklist
- c) Personal File including reports from previous years. And confidential paperwork to be posted to new school 'Private & Confidential'
- d) CTF Form prepared for new school
- e) Leavers envelope prepared and sent to Headteacher
- f) Pupil leaving mentioned in Curriculum Newsletter
- g) Forwarding address

### **Class teacher and T/A**

- a) Pupil Progress Update
- b) Record sheets including SEN / EAL documents
- c) Record of achievement file with updated attainment and curriculum coverage
- d) Exercise books

### **Headteacher**

- a) Pupil Progress report passed to and signed by H/T day before pupil leaves
- b) Leavers certificate given to pupil

### **Child & parents**

- a) School notified of pupil leaving ASAP
- b) Reading book returned
- c) Library book returned
- d) Dinner Money cleared
- e) Library book cleared
- f) PE kit taken home.

- g) Parents collect and sign for all documents on day of leaving OR documents posted to new school where appropriate.