Thames View Infants
Induction Information for all New Staff

Outline of Induction Training for new members of Staff:

Please tick when as completed – to be returned, completed, at end of induction period to mentor.

My mentor is: _____ Date to meet with Headteacher (end of Induction): _____

Area:	Points Raised:	Person Responsible:	Time Frame:	Relevant for: NQT	CT	TA	Midday
School Ethics and Professional Matters	School Ethos	HT	First Day		✓		
	Listening to Children				✓		
	Valuing Parents				✓		
	Communication, Confidentiality				✓		
	Dress Code and Conduct				✓		
	Positive Working Environment				✓		
	"If in Doubt, Ask" What to do when something goes wrong.				✓		
	Key Staff : (Different roles of Office Staff, Deputy Headteacher, PSA, SENCo/CP Officer, Technical Manager, Caretaker, Immediate Team, SLT).	DH			✓		
	Sickness Procedures/Back to work meetings	HT			✓		
	Probation Period Details				✓		
	Performance Management				✓		
	Your Initial Approach to: Behaviour, Toilet Visits, Unwell-ness, Disagreements, Continence, Accidents, e-Safety				✓		
	British Values & being Good British Citizens – what that means at TVI						
	Career Entry Profile – Transition Point 2		first ½ Term	✓			
	Career Entry Profile – Transition Point 3		PM Meeting	✓			
HR	Salary/Payment Matters	Office Manager	First Week		✓		
	Overtime Arrangements					✓	
	Key Fobs	Technical Manager	First Day		✓		
	Purchases	Finance Officer	First Week		✓		
Child Protection, Safeguarding, Health & Safety	CRB Checks/Starter Packs	Office Manager	First Day		✓		
	Child Protection Procedures: • identification of the signs and symptoms of abuse • relevant legislation and guidance • national and locally agreed procedures • managing disclosures • confidentiality • recording and keeping safe records – transfer of information • local referral processes, making referrals • thresholds for referral • contact with parents • Common Assessment Framework, initial and core assessments, child protection conference and review conferences, child protection plans • training and supporting staff • procedures and guidance for staff.	SENCo/CP Officer	First Day		✓		

Thames View Infants
Induction Information for all New Staff

Area:	Points Raised:	Person Responsible:	Time Frame:	Relevant for:			
	Key School Polices: • Whistle Blowing Policy • Safeguarding & CP • Equal Opportunities • Anti Bullying • Learning and Teaching • Confidentiality • Health and Safety • Continence Policy • (Internet) Acceptable Use • Social Networking • Complaints	HT	First Week *(essential information clarified on first day)*	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Immediate H & S risks Evacuation Policy/Instructions		First Day	✓			
	First Aid Arrangements	Office Manager	First Day	✓			
Inclusion	Identifying/Alerting Vulnerable Children	SENCo/CP Officer	First Day	✓			
	Inclusion Conventions: • GEPs/IEPs • Inclusion Timetable • Inclusion Folder	DH	First Week	✓			✓
	Your role within the Inclusion Process	DH					✓
Learning & Teaching	Planning Conventions: • Location of Planning on Server • Weekly Planning Folder • Personal Planning Folder • Guided Reading Folder • Summative Vs Formative Assessments • Moderation	DH	First Week	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓		
	Non-Contact time Arrangements	HT	First Week	✓	✓		
	Visits to Other Schools/Good Practice		First Week	✓	✓		
	Planning Meetings	DH	First Day	✓	✓	✓	
ICT	Passwords: • Learning Gateway • Server/EasiLink • G2	Technical Manager	First Fortnight	✓	✓	✓	
	Finding your way around the Server			✓	✓	✓	
	Key Functions within LG: • Checking/Posting to Calendar • Checking/Posting Messages			✓	✓	✓	
	Checking/Sending E-mail			✓	✓	✓	
	Key Software			✓	✓	✓	
	Booking on-line courses			✓	✓		
	What to do if a PC goes wrong.			✓	✓	✓	
	Booking out equipment			✓	✓	✓	
	Teaching Technologies: • Graphics Tablet • Visualiser • DVD • Projector			✓	✓	✓	

Thames View Infants
Induction Information for all New Staff

Key Staff:			
Paul Jordan Headteacher, CP **Kelly Ager** School Business Manager PA to Paul Jordan	**Claire Smith** Deputy Headteacher, Inclusion Leader, Sen Co and Head of EYFS	**Amy Windsor** **and** **Rosa Corcoran-Jones** Assistant Headteacher Head of KS1	
Rebecca Olley Nursery Leader	**Adam Dobson** Reception Leader	**Alastair Solomon-Ayeh** Yr 2 Leader	**Rofiya Begum** Yr 1 Leader
Suzy Waters SENCo	**Fi Bashir** Child and Family Professional (CP Lead)	**Aziza Farih** Shadow Leader	**Cathal Atkinson** Shadow Leader
Simon Mordecia Technical Manager	**Serena Lee** Attendance	**Harry Joynes** Extended Schools	**Donna Bonifacio** Office Leader, Finance

Session Times:					
Start of the School Day **8:55**	Lessons Start **9:10**	Playtime: KS1 only **10:45 – 11:00**	**Lunchtime:** Reception **11:45-12:45** Key Stage One **12:15-1:15**	**Assembly:** Reception **12:45-1:00** Key Stage One **1:10-1:30**	Home Time **3:15**
Nursery AM Session 8:45-11:45am			**Nursery PM Session** 12:30-3:30pm		