



**DRAFT**

### Rationale

At Kirkhill Primary we ensure that all new staff feel welcome and are aware of all school procedures and policies.

### Aims

- To make new staff aware of Kirkhill's philosophy, aims and objectives.
- To integrate all staff into the school community and to enable them to work effectively, individually and as part of a team.
- To develop knowledge and skills of new staff to provide job satisfaction, motivation and a quality of learning experience for all.
- To provide the opportunities for new staff to be informed of school procedures and educational developments.
- To enable new staff to be confident in asking for and receiving help.
- To build confidence and expertise in the classroom and in other areas of responsibility.
- To ensure the safety of staff and pupils
- To ensure all staff feel fully supported

### Procedures

Kirkhill prides itself in providing a warm welcome to all new staff whether they are permanent, supply, visiting specialists or NQTs. We strive to build co-operation, trust and care amongst staff. Health and safety is of paramount importance.

On arrival at Kirkhill, new staff will sign in at the office and receive an identification badge. This should be worn at all time. He/she will be introduced to a member of the Senior Management Team.

New staff are given a copy of Kirkhill's 'Welcome' booklet which contains the following information:

- Staff structure
- Stage mentors
- Classroom plan
- The school day/bell times
- Pupil entry system
- Staff security - signing in/out procedures
- Registration information
- Information to be found in '**Pupil Support and Protection Folder**'
- Staff absence protocol

- Lunch ordering system
- Private phone calls
- National Assessment request sheets
- Photocopying
- Contacting Parents
- E-mail
- Fire Drill
- Promoting Positive Behaviour
- Home/school liaison
- General Supervision
- First Aid
- Forward Planning
- Staff CPD base
- School office help

New staff will be given information regarding remits of the Management Team. Regular meetings will take place with stage mentors and staff at same stage. The stage mentor will be available to guide staff re forward planning, teaching and learning, assessment procedures, promoting positive behaviour, record keeping and CPD etc. Guidance will be sought from DHTs and/or HT if required. All staff should familiarise themselves with Kirkhill's Child Protection policy and be aware that the Head Teacher is the Child Protection Co-ordinator. There is a folder containing all school policies.