



Aston Rowant C+E Primary School Induction Policy

Vision: To be a community of courageous life-long learners, who are rooted in God, live out our Christian values and enjoy life in all its fullness. (Col 2:1-7)

Mission: Growing together, rooted in God and inspiring one another through our values and our broad enriched curriculum.

Strapline: Growing together, rooted in God, having fullness of life (Col 2:1-7)

Date of Policy: October 2025

Date of Policy review: October 2026

Head Teacher: Mrs H France

Date: 6th October 2025

Chair of Governors: Mr Tom Sowerby

Date: 6th October 2025

LINKED POLICIES

- Behaviour Policy
- Curriculum Policies
- Equal Opportunities Policy
- Medicines Policy
- Safeguarding Policy
- School Development Plan
- SEN Policy
- Whistleblowing Policy

KEY OBJECTIVE

The aim of this plan is to set out how Aston Rowant CE School is committed to providing a rich and inclusive environment to enable all members of staff to participate fully in the school community by identifying and eliminating barriers that could prevent this.

The Induction Programme should cover the following where appropriate:

- The school vision, values and mission
- Organisation including:
 - Staffing structures
 - Responsibilities (teaching and non-teaching staff)
 - Lines of communication
 - Basic routines
- Student profile (SEN or EHCP, Pupil Premium children)
- Policies, procedures and documents available in SchoolShare (emergency procedures, Health and Safety, Safeguarding policy and procedure, marking policy, assessment, recording and reporting, duties, dress code etc)

Pastoral Organisation

Wellbeing Policy and support

Behaviour Policy, including use of rewards and sanctions

General principles of pupil care and guidance

Collective Worship

Safeguarding and Child Protection Plans and Training

GRATITUDE RESILIENCE OUTREACH WONDER TRUST HARMONY

Growing together, rooted in God, enjoying fullness of life. (Colossians 2:1-7)

For new Teachers:

CPD and ECT support
Day to day organisation
Class and school routines
Classroom timetables
Behaviour policy and routines, including awards and sanctions
Short, medium and long term plans
Year group use of exercise books
Marking and presentation for the school/year group
Record keeping
Use of the photocopier
Trips and visits
Curriculum teams and wider-learning days/weeks

Governors

Governors are an important part of the school and will be given time to acquaint themselves with policies and other key documents. Governors will be briefed by Chair of Governors or Vice Chair and will have access to Governor Hub for paperwork and policies as well as the noticeboard for communication. Governors will be given a Governor email address.

Induction Training

Name: _____

Date of Joining: _____

Information Given	Signed
An induction on staff conduct, including professional behaviour, physical intervention and whistle blowing has been given.	
The staff conduct policy, that makes reference to staff conduct inside and outside school has been shared.	
I have read and understood Keeping Children Safe In Education 2019 Pt 1	
I have read and understood the Acceptable Users policy	
I have read and understood the Safeguarding/Child Protection Policy	
I am aware of and understand the Whistleblowing policy	
I am aware of the process for the management of allegations against staff and volunteers.	
I am aware of who the DSL team is and understand their role.	
I have read the: <ul style="list-style-type: none"> Dignity at Work Disaster Contingency Plan E-Safety (emailed) ICT Acceptable user policy (to be signed and returned) Health, safety and welfare (emailed) Lone working (emailed) Manual handling (emailed) Stress at work (emailed) Substance and misuse (emailed) Working safely at height (emailed) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>