

St. Teresa's National School

Induction of New and Infant Pupils

Introduction:

This policy was formulated in response to increasing applications for enrolment into the school. It also formulates a framework for ease of induction of new pupils/infants into the school system. The policy was devised by the staff in consultation with parents and Board of Management (BoM).

Rationale:

This policy is in place so that:

- Infant children are not traumatised by the transition to 'big school'
- The school is seen as a welcoming and inclusive environment
- All new pupils have clearly defined guidelines on school routines
- All parents are kept informed of school policy and procedure re induction

Roles and Responsibilities:

This policy is made available to all staff who share in the implementation of the school's induction policy. The Principal monitors the implementation of the policy in the school.

Aims and Responsibilities:

- To smooth the integration of new and infant children into the primary school education system
- To enable the school provide the most appropriate learning environment thought knowledge of the academic and social level the child is at
- To enable optimum inclusiveness

Relationship to School Ethos and Equality:

The ideal of inclusiveness is central to the ethos of the school.

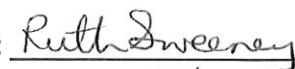
Policy Content

Infants

- The school enrolment form is the first step in the induction process. Parents provide all the relevant information necessary for the school to have appropriate child friendly induction procedures in place. The school issues the school's enrolment policy to all applicants at this stage.
- The school holds an Open Hours for 1 day in early June when all parents with infants who have satisfied the enrolment criteria, visit the school and meet with both the infant teacher and their new classmates. Parents can become acquainted, while the new infants engage in free play with specially selected play equipment and games.
- New parents are furnished with the school's:
 - Anti-bullying Policy
 - Healthy Lunch Policy/Uniform Policy
 - Discipline Policy
 - School Booklet
 - School Fees
- Junior Infants are required to attend for a half day only (12.30 finish) for maximum first 2 weeks of the new school year. This greatly assists the smooth integration of infant pupils into the regular school system.
- New parents are requested to furnish transport operators with clear instructions re:
 - Child's name
 - Pick up point
 - Drop off point
 - Emergency numbers
- Senior/middle classes are encouraged to show kindness and act as mentors to new infant children. A mentoring programme is in place in St. Teresa's N.S. where 5th class pupils are "trained" as mentors to work/play with new infants to help them settle into their new environment. Where extra pupils are needed as mentors these will be selected from 4th class by their teacher. These mentors will also focus on their charges in September to continue helping them have an easy transition into Primary School.

This policy was updated, reviewed and ratified by the Board of Management on 18th June 2025.

Signed: 
(Chairperson of Board of Management)

Signed: 
(Principal) (Acting)

Date: 18/6/25