

**Student Induction - (This induction is provisional only and is open to change)**

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1st year students .....2

    Friday 23rd August .....2

    Monday 26th August.....3

    Tuesday 27th August.....3

    Wednesday 28thAugust .....4

    Thursday 29th August.....4

    Fri 30th August .....5

    Monday 3rd September .....5

6th year students.....6

    Monday 26th August.....6

3rd year students .....7

    Monday 26thAugust.....7

    Tuesday 27th August.....7

5th year students.....8

    Tuesday 27th August.....8

2nd year students.....9

    Tuesday 27thAugust.....9

**Notes:**

- Yearheads will be available to students during the first week as necessary.
- Yearheads set up a Yearhead Team for their Yearhead group and add principal and deputy principal as administrators
- Yearheads send a message to Yearhead group via Teams at the end of each day during week 1 of school.
- Yearheads will randomly visit Yearhead groups and to conduct spot checks on journals, uniform etc
- Timetabled Class teachers to supervise all induction activities. Where required, teachers may be needed to supervise class for those leading induction activities (windfall cover).

## 1st year students

Friday 23<sup>rd</sup> August

### **9.10am – 9.50am: Gym**

- Introductions (DMG/HG/Tutors)
- Teacher supervision/manning as per 1<sup>st</sup> year timetable
- Welcome & Roll Call
- Divide into their classes 1A, 1B and 1C

### **9.50am – 10.30am: (students accompanied by class teacher)**

- Go to timetabled room
- Introductions – Give two pieces of information about themselves.
- Give out timetable & school map

### **10.30am – 11.10am: (Class teacher)**

- Go through timetable & school map.
- Teachers bring the students of a tour. (Class 1A go from 10:30am-10:45am, Class 1B go from 10:40m-10:55am and class 1C from 10.55 - 11.10)

### **11.10am – 11.25pm**

- Break

### **11.25am – 12.45pm (supervised by class teacher) Please return sheets on MC at end of class**

- **Belonging Plus 2: (RHM & 1<sup>st</sup> year Year-Head)**
- Morning & Evening checklists (Slide 8) (lamine both and send home with students)
- What's the missing word (Slide 16)
- What am I? (Slide 23)
- The Things I am good at (Slide 43)
- What I liked and learned today so far (Slide 42)

### **12.45pm – 1.25pm (Class teacher)**

- **Introduction to Yonder Pouch**
- **Introduction to Journal**
- Fill in Friday's subjects and what they did that day.
- List subjects for Monday
- Get journal signed for the weekend.
- Inform students they will be filling in their subjects in the SPHE classes.

## Monday 26<sup>th</sup> August

### 9.10am-11.15am (supervised by class teachers)

- Revisit Yonder Pouch
- IT Basics – (KC & BEF) 9.10 1A, 9.50 1B, 10.30 1C
- Issue email address & password
- Show how to download Microsoft Teams app
- How to instructions issued (digital team)

### 9.10 – 11.10am (class as normal unless undergoing IT Basics timetabled above)

### 11.10am-11.25am

- Break

### 11.25am – 1.25pm

- Continue work on becoming familiar with Journal and its use
- Teacher to check journal was signed on Friday
- Fill in what they covered in each period on Monday
- Prepare the journal for Tuesdays classes
- Remind students to get journal signed and that the journal must be signed every evening.
- Tell students that they will need colour pencils/markers with them for Tue

### 1.25pm- Finish

## Tuesday 27<sup>th</sup> August

### 9.10-9.50 (class teacher)

- Class 1A Journal Work
  - Teacher to check journal was signed on Friday
  - Fill in what they covered in each period on Monday
  - Prepare the journal for Tuesdays classes
  - Colour coding of books with timetable FMN will visit each class to demonstrate)
    - Issue labels to students to name books
    - Demo colouring
    - Homework – colour code the books.
- Class 1B and 1C will have class as per Timetable

### 9.50 – 10.30 (class teacher)

- Class 1B Journal Work
  - Teacher to check journal was signed on Friday
  - Fill in what they covered in each period on Monday
  - Prepare the journal for Tuesdays classes

- Colour coding of books with timetable FMN will visit each class to demonstrate)
  - Issue labels to students to name books
  - Demo colouring
  - Homework – colour code the books.

Class 1A and 1C will have class as per Timetable

**10.30 – 11.25 (class teachers)**

- Class 1C Journal Work
  - Teacher to check journal was signed on Friday
  - Fill in what they covered in each period on Monday
  - Prepare the journal for Tuesdays classes
  - Colour coding of books with timetable FMN will visit each class to demonstrate)
    - Issue labels to students to name books
    - Demo colouring
    - Homework – colour code the books.

Class 1A and 1B will have class as per Timetable

Wednesday 28th August

**9.10am – 9.50am (class teachers)**

- Revisit Teams and check journals to ensure they have been signed

**9.50am – 11.10am –**

- Class as normal

**11.10am-11.25am**

- Break

**11.25pm – 1.25pm**

- Class as normal

Thursday 29<sup>th</sup> August

**9.10am – 9.50am (class teachers)**

- Revisit Teams and check journals to ensure they have been signed

**9.50am – 11.10am**

- Class as normal
- Meeting with Year Head at intervals thorough this double. Please cover Yearhead as per windfall
  - Go through code of behaviour and sign relevant page in the journal
  - Explain to students how to use the notes in the journal
  - Remind students about signing the journal and the importance of it.
  - Explain the sanction system

**11.25pm – 1.25pm (supervised by class teachers)**

- NGRT and PTM Tests for 1st year students.

Fri 30<sup>th</sup> August

**9.10am – 9.50am (Class teachers)**

- Revisit Teams and check journals to ensure they have been signed

**9.50am – 1.25**

- Class as normal

Monday 3<sup>rd</sup> September

- Class as normal. Year Head to check in and meet regularly with their year group.

**6th year students**Monday 26th August**(Supervised at all times by class teachers)****9.10am – 9.50am:**

- Meet in gym with YH and Principal and Deputy
- Give out TT
- yonder

**9.50am – 11:25am**

- Class as normal

**11.25pm – 1.25pm: CAT Testing, 6<sup>th</sup> year teachers supervising**

<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
CAT Test - Computer room 1	CAT Test – GP room	Year Head time

Year Head time. If needed YH covered as per Wind fall

- Go through COD and the acceptable use policy.
- Expectations for the year
- Sign relevant page in the Journal agreeing to COD
- 123 sanctions
- Explain that the journal needs to be signed weekly by parent

Tuesday 27th August**(Supervised at all times by class teachers)****9.10am - 11:25am**

- Class as normal

**11.25pm – 1.25pm: CAT Testing, 6<sup>th</sup> year teachers supervising**

<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
Year Head time	Year Head time	CAT test computer room

Year Head time. If needed YH covered as per Wind fall

- Go through COD and the acceptable use policy.
- Expectations for the year
- Sign relevant page in the Journal agreeing to COD
- 123 sanctions
- Explain that the journal needs to be signed weekly by parent

3<sup>rd</sup> year studentsMonday 26th August**9.10am – 9.50am (supervised by class teacher and YH)**

- Go to allocated classroom and teacher give out TT and journals.
- Revisit use of journal with student

**9.50am – 10.30am (class teacher to accompany)**

- Meet in gym with YH and Deputy
- yonder

**10.30am – 1.25pm**

- Class as normal

Students will be visited by their yearhead from Wed onwards to go through

- Code of behaviour and acceptable use policy
- Expectations for the year
- Sign relevant page in the Journal to agree to COD
- 123 sanctions
- Explain that the journal needs to be signed daily by parent

Year Heads will email the deputy principal when this has been completed.

Tuesday 27<sup>th</sup> August**9:10am-1:25pm**

- Class as normal

Wednesday 28th August**9:10am – 11:10am CAT Testing, 3<sup>rd</sup> year teachers supervising**

<b>3A</b>	<b>3B</b>	<b>3C</b>
CAT Test - Computer room 1	CAT Test – GP room	Year Head time / Class as normal

**11.25pm – 1.25pm: CAT Testing, 3<sup>rd</sup> year teachers supervising**

<b>3A</b>	<b>3B</b>	<b>3C</b>
Year Head time/Class as normal	Year Head time/Class as normal	CAT Test - Computer room 1

## 5th year students

Tuesday 27th August

### **5<sup>th</sup> year (supervised at all times by class teachers)**

**9.10am – 9.50am**

- Meet in gym with YH and management. TT given and classes

**9.50am – 1:25pm (class teacher)**

- Class as normal

Students will be visited by their yearhead at some point during this week to go through

- Code of behaviour
- Expectations
- Sign relevant page in the Journal
- 123 sanctions
- Explain that the journal needs to be signed weekly by parent

Year Heads will email the deputy principal when completed.



## 2nd year students

Tuesday 27th August

### 2nd year (supervised at all times by class teachers)

#### **9.10am – 9.50am (supervised by class teacher and YH)**

- Go to allocated classroom and teacher give out TT and journals.
- Revisit use of journal with student

#### **9.50am – 10.30am (class teacher to accompany)**

- Meet in gym with YH and Principal and Deputy
- yonder

#### **10.30am – 1.25pm**

Class as normal

Students will be visited by their yearhead at some point during this week to go through

- Code of behaviour
- Expectations
- Sign relevant page in the Journal to agree to COD
- 123 sanctions
- Explain that the journal needs to be signed daily by parent

Year Heads will email the deputy principal when completed.