

## Children new to Foundation Stage 2

For children new to full time education the induction differs slightly in that a home visit by the Foundation Stage staff may take place in term prior to their joining the school.

Children will also be offered the opportunity to visit class for several sessions over a period of two to three weeks.

Parents can opt to start in Foundation Stage on a part time basis or defer entry until the term of the child's fifth birthday.



'Welcome to the best school in the universe'

A typical comment from a Hucklow pupil.

Executive Headteacher: Mr P Hardwick

Head of School: Mrs A Lucey

Lead Practitioner : MAST Miss Tracey Rice

School Admission Officer: Mrs Sharon Buttery



### Hucklow Primary School

Hucklow Road  
Sheffield  
S5 6TB

Telephone: 0114 242 6736

Email: [enquiries@hucklow.sheffield.sch.uk](mailto:enquiries@hucklow.sheffield.sch.uk)



Tel: 242 6736

## Hucklow Primary

### Policy for the Admission and Induction of New Pupils





## Admission and Induction

Procedure for the admission of speaking and non-English speaking pupils is basically the same, certain aspects however will only apply to non-English speaking pupils.



Support staff assist all new pupils to settle into their new surroundings.

'Welcome to our school'

### **Pre-admission**

The school will be informed by Pupil Admissions or the Access and Inclusion team that a child has been allocated a place in the school. The school admission officer will agree a suitable time and date for the induction meeting.

### **Induction meeting**

The child and parents or carers will attend the meeting with the school admission officer when, if necessary, an interpreter will be present. School policies and procedures will be discussed and a tour of the school and visit to the classroom will take place. A date will be agreed upon for admission. This will normally be midweek.

### **The first day**

On the first day your child will be met in the main school entrance and taken to the classroom, a class buddy (where possible of the same language) will take them on a brief re-tour of the school to locate key areas e.g. toilets and dining-room and meet key adults, the Head of School, learning mentor etc.

Afterwards for children with English as a second language new pupils will be supported with reading and writing

the alphabet and basic phrases such as 'hello, please, thank you etc.

Once a child has been in school for a short period of time a 'new pupil review' will be held with a known member of the staff. This is to ensure the pupil has settled into school and is making friends.

If necessary a follow up meeting will be held with parents/carers and any appropriate staff.

The school is committed to ensuring all children achieve their full potential within a safe and happy environment.

**Hucklow Primary School**

**Each child will be given a complimentary book bag at their induction meeting. You will also receive information regarding our uniform code, attendance and term time absence policies, if applicable Free School Meal application forms are available.**

**Other school policies are available on request.**