

NEDSC KS3 & 4 New Pupil Induction Support Process

1. Collate Information

Staff to hold discussions with IPT, parents/carers, previous teachers and outside agencies involved with the pupil in order to collate relevant information about the pupil.

2. Set on roll date

On roll date set and IPT informed. Any transport requested with DCC ready for start date.

3. Site visit, meet and Greet

Pupil and parents/carers to visit site, have a tour and meet staff. Induction pack issued.

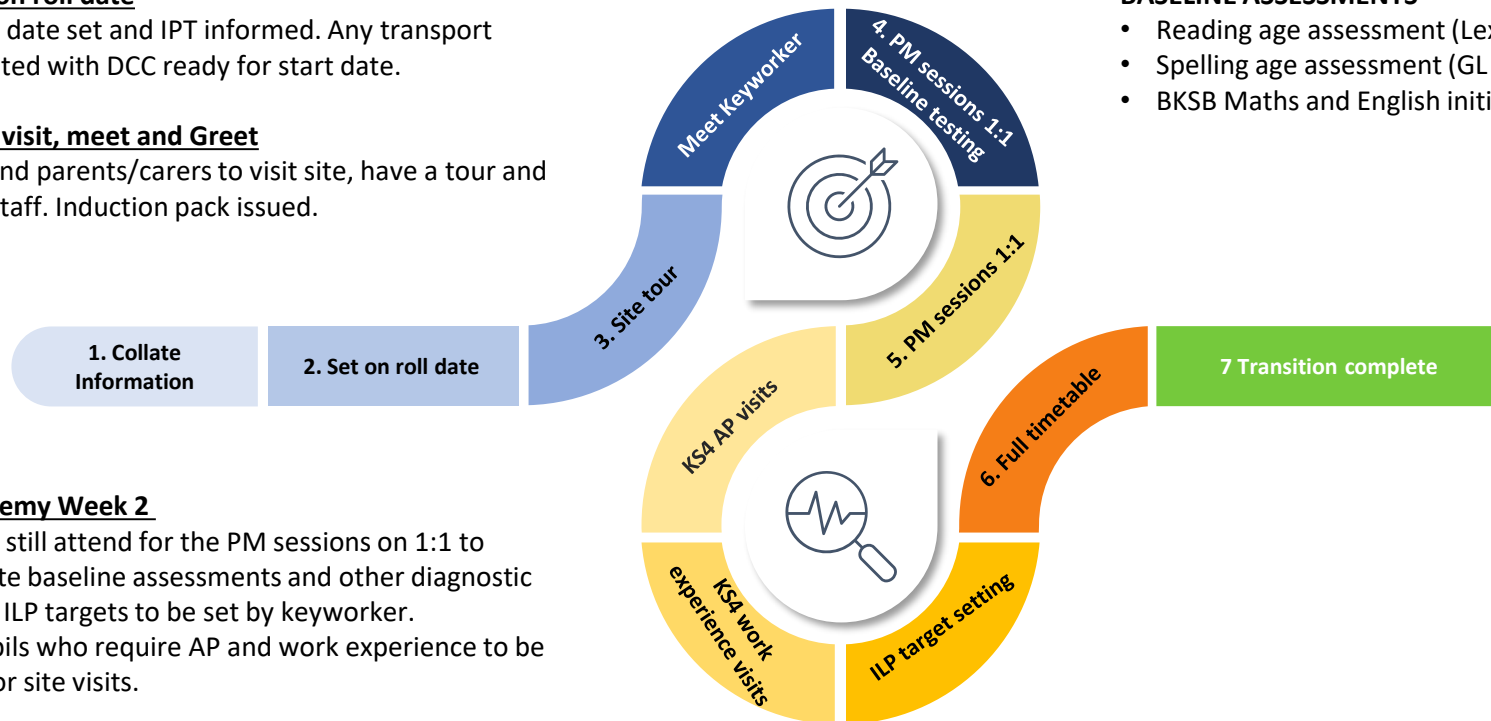
PUPIL ON ROLL AT NEDSC

4. Academy Week 1

Pupil invited into site to attend for the PM sessions to complete baseline testing each day. This will be through 1:1 delivery. See assessments below.

BASELINE ASSESSMENTS

- Reading age assessment (Lexplore)
- Spelling age assessment (GL Assessment)
- BKSb Maths and English initial assessments



5. Academy Week 2

Pupil to still attend for the PM sessions on 1:1 to complete baseline assessments and other diagnostic testing. ILP targets to be set by keyworker. KS4 pupils who require AP and work experience to be taken for site visits.

6. Academy Week 3

Pupil to attend their normal timetable. This will have been confirmed previously.

NEDSC New Pupil Induction Support Process

	KS4	KS3
Week 1	1.40-3pm or 3- 4.20pm	1.40-3pm or 3- 4.20pm
Week 2	1.40-3pm or 3- 4.20pm AP and work experience visits where required	1.40-3pm or 3- 4.20pm
Week 3	Timetable according to the site lead that meets the pupils needs	Timetable according to the site lead that meets the pupils needs

Time	8.40 - 9.00	9.00 - 9.20	9.20 - 10	10 - 10.40	10.40- 11	11 - 11.40	11.40- 12.20	12.20- 12.50	12.50- 1.10	1.10-1.40	1.40-2.20	2.20-3	3-3.40	3.40- 4.20
Lesson	Reg & Reflection (R&R)	Tutor Time	1	2	Break	3	4	Pupil Lunch	Staff lunchtime	Briefing	5	6	7	8
Standard offer for pupils who are site and group ready									Induction or other 1:1 bespoke sessions					