

Benfield School

Induction Policy

KS2 – KS3 Transfer

During the autumn term parents of Year 6 pupils are invited to make a formal choice of secondary school. The move from primary school to secondary school is often an anxious time for pupils, parents and carers. Our aim is to make that move as smooth and worry free as possible with a range of initiatives indicated below:

Welcome Evening

In September Benfield School opens its doors to prospective parents for an evening visit. The evening celebrates the success and achievements of our pupils and offers visitors an opportunity to:

- see displays and presentations of work by pupils;
- look at the progression work from Year 7 to 13;
- gain first hand experience of the school and the facilities it has to offer;
- talk to staff.

Assemblies and Question Time

At the beginning of the school year Benfield staff visit each primary school to talk with the Year 6 pupils. A team of Year 7 Benfield pupils provide support and hold a question time session which aims to inform Year 6 pupils about experiences and opportunities at Benfield. It also provides reassurance for those feeling anxious about transferring to secondary school.

Invitation to School Events

Throughout the school year we invite pupils and teachers in the local primary schools to special events hosted by Benfield. These events include BEST Learning Programmes (currently operating in Science, Media, ICT, Creative Arts, Dance, Cheerleading and Football), Discovery and Inspiration Days, Gifted and Talented Master Classes, Drama and Dance performances and sporting events, including coaching in specific sports.

Summer term

Visits to Primary Schools

The Year Leader, Progress Manager and SENCO spend time with primary staff to gather valuable information for each individual pupil. We are interested to discover their abilities, interests, attitudes and friendship groups. This information is used to place each pupil in the most appropriate tutor group and learning groups. The SENCO identifies all additional needs so that the best support is available at Benfield School.

Intake Day

All pupils who have chosen Benfield visit the school in June. They meet their new class members and form teacher and spend the morning getting to know each other and their new school.

Intake Evening

On the evening of Intake Day parents and carers are invited to Benfield. It is their opportunity to meet and talk with form tutors and key staff. Parents are able to order and purchase school uniform. Parents leave with an information pack providing essential information about the transition to Benfield.

First Family Meetings

Every family has the opportunity for a one to one meeting with a senior member of staff; this is an opportunity to discuss any particular issues requiring additional care and attention. Parents and carers are invited to share any additional relevant information that may not be known or provided by the primary school.

Organisation of Form Groups

Form groups are organised following consultation with primary staff and pupils. Tutors remain with their form group for both Key Stages 3 and 4. Pupils register in form groups each morning and meet once a week with the year group for assembly.

First Days at Benfield School

At the start of the first term, Year 7 pupils have a day to themselves! The day starts with a welcoming assembly; pupils then spend time with their form tutor following an induction programme enabling them to become familiar with routines, timetable and classrooms.

During the remainder of the week of the week Peer Mentors are allocated to each form group to accompany them to lesson.

Our Induction of Pupils into Years 8-13

Pupils who join us at a later stage in their education are invited to visit school with their parents or carers prior to transfer and meet key members of staff.

In their early weeks they have a “buddy” who helps them to adjust to the new routines and environments.

Following initial assessments pupils are placed in appropriate learning groups; if required support is provided for pupil with additional needs.

Parents and carers of new pupils (Years 8 – 13) are invited to the Welcome Evening held at the beginning of the new school year.

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