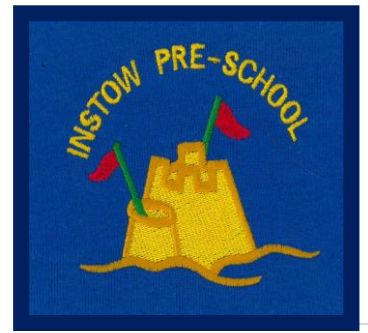


Instow Community Primary and Pre-School Induction – New Parents



- Introduce new parent to all staff
- Explain daily routine
- Working from EYFS
- Keyworker system, importance of communication between parents/staff
- Planning, observations, ILP's, the Prime and Specific Areas of Learning and Development, Seesaw
- Talk about the child (favourite things at home) needs, and family
- Policies – all in Operational Plan (importance of reading and adhering)
- Safeguarding
- Lost/Uncollected policy
- Behaviour policy
- Administration of medicines and notifiable diseases (48hr rule from last symptoms for return after sickness/diarrhoea)
- Parent letters, Parentmail, Photos on Pre-school tab of Instow School web page, PTFA
- Not uncommon to use outside agencies e.g. Nursery Plus to aid child's development
- Mobile phone (including new technological devices e.g. smart watches), cameras – all electronic devices with imaging and sharing capabilities
- Consent for child's photo to be used on others' Seesaw journals, school website etc.
- Complaints
- Visitor's book
- Absence forms, diary for child collection, procedures for drop off/collection
- Completion of registration card, etc
- First Aiders
- Fees, Early Years Funding 15/30hrs, Working Entitlements Funding ,2 year old funding if eligible, (Refer parents to Childcare Choices) termly voluntary consumables charge
- Toileting of children/hygiene
- Allergies?
- Staff training
- Prospectus

ALL OF THE ABOVE IS CONFIDENTIAL

Policy reviewed and updated June 2025

Signature of Chair of Governors

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The policy will be reviewed June 2027