Evolution International School

Integrating New Students Policy

April 2018

Rationale

New students arrive during the year or at the start of a new school year. They need to integrate quickly into the routines and ethos of the school with a group of students are already well established within the school setting. This policy sets out the actions that should take place to make sure that new students feel welcome and are helped to settle in to their new community.

Mentoring New Students

- New families should be directed to the parent handbook and the student handbook available through the parent gateway, before new school year begins. These handbooks detail all important policies, routines, equipment and procedures that new families should be aware of.
- At the start of the new school year new students should be assigned a class 'buddy' by the homeroom teacher. The buddy is responsible for making sure that the new student has someone who can familiarize them with the school routines and help them make friends.
- The buddy is responsible for showing the new student the break time routines and the use of the canteen. The buddy should also show the student how to store their belongings and how to use and store their iPad.
- All teachers should have class registers and familiarize themselves with the names of new students.
- The homeroom teacher should introduce themselves as the new student's pastoral contact and a significant person that the student can turn to should they have any problems.
- At the beginning and end of the day in the first week, the homeroom teacher should check that new students feel confident that they understand the school's expectations and that they are settling in and making friends.
- English teachers need to ensure that new students understand the eLibrary and how to access their reading books.
- Heads of Section should make themselves known to new students and ensure that they are not having significant emotional/social/academic issues during the first month of their integration.