

## INDUCTION OF STAFF POLICY

### 1. Permanent Staff

Permanent staff appointed to the school will have had the chance to briefly see the school and talk to current staff at the time of their application and/or interview. Such staff will therefore have a slight familiarity with the school. Apart from this, measures specifically taken to ease the induction include:

- further visits where possible to see their new class and where possible meet their immediate colleague teacher;

- issued with copies of:

- School Brochure

- recent newsletters

- class list

- Special Needs information

- pupils' medical information

- have access to the Staff Information File

Experience has shown that where care and concern is shown in the application of this policy, few difficulties have arisen, and where they have, they have been quickly resolved.

### 2. Temporary and Casual Staff

School policy is wherever possible to use casual teachers who are familiar with the school, its curriculum, children and routines. Where casual teachers are taken on who have not worked at the school before, the measures applying to permanent staff will be applied as far as possible given the likely short notice of such an appointment, and the fact that the term of service is usually short. Colleagues in neighbouring classes are charged with the responsibility of seeing to the immediate needs of casual teachers in these circumstances.

Casual teachers are assured of the availability of the Head and Deputy to answer any further detailed queries they may have.

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