

# **POLICY FOR SERVICE CHILDREN**

# 2016- 2017

This policy sets out the aims and procedures for service children within our school. As a caring community, we aim to create an environment where all children feel welcome, safe, secure and happy.





## **Banks Road Infant & Nursery School Programme for Service Pupil Intervention**

### **Preparation for Arrival**

- Ensure the smooth, efficient transfer and transit of essential information about pupils, including prior learning, number of schools attended, SEND, welfare etc.
- Headteacher to meet with the family and pupils: familiarise with school environment, outline the school support programme for service pupils.
- Sharing of documentation from previous school and/or phone call.
- Direct new service families to service pupil links on the school website.
- Headteacher to meet with class teacher to pass on information about the pupil and family.
- New starter to meet Miss Holmes

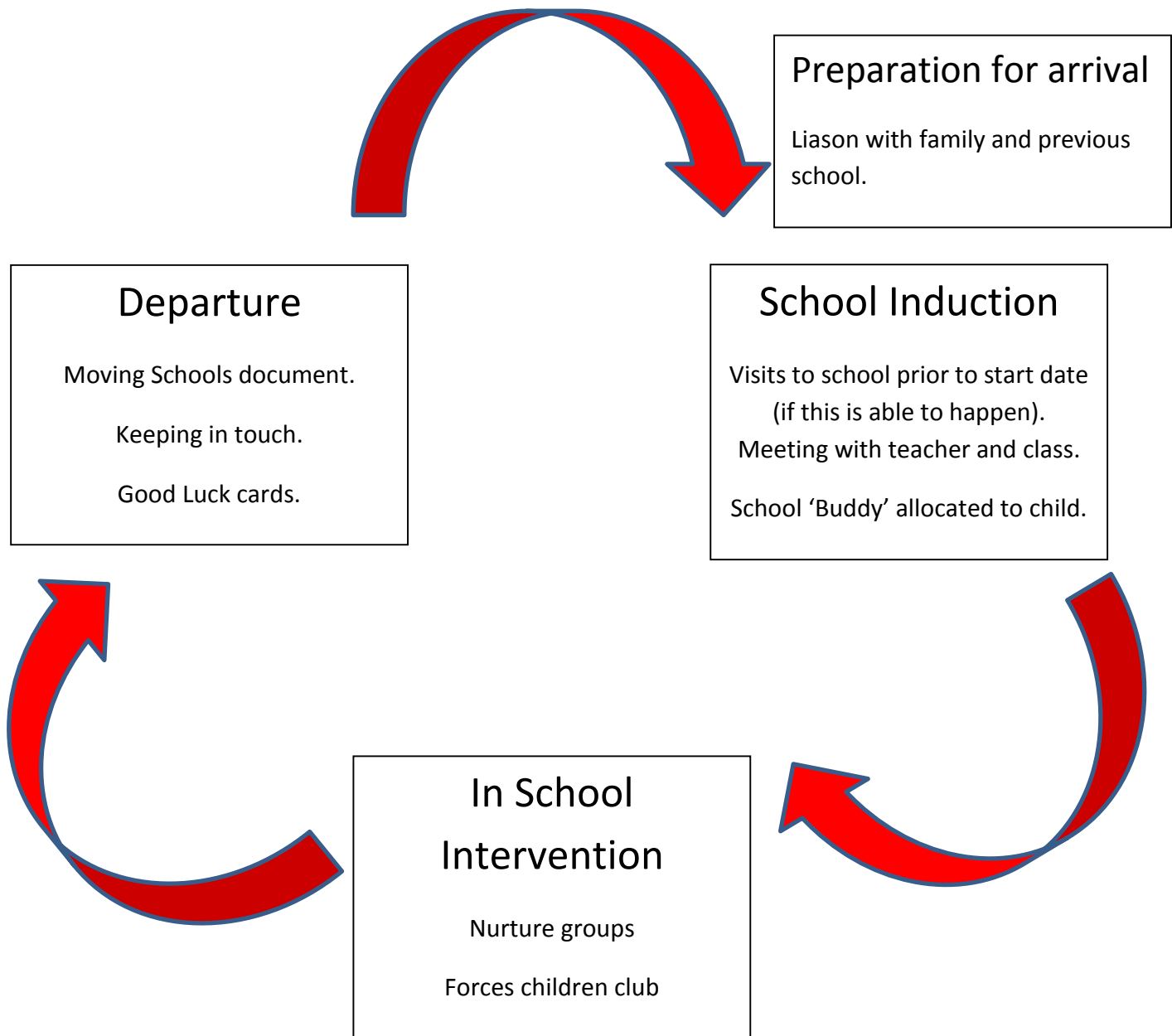
### **Induction**

- Introduce pupil to *named person* and to the service pupil group
- Current service pupils in school to have a session introducing the new pupil to school including:
  - Opportunity to understand how the service pupil group functions
  - Chance to share information as an 'all about me' –style session
  - Tour of the school with service pupil/s
- Allocation of a service pupil 'buddy' for the initial period while the pupil becomes familiar with school etc.
- Class teacher to liaise with *named person* to assess need during induction 'monitoring' period.
- Evaluation made on level of intervention needed for pupil based on induction 'monitoring'.

## Induction Monitoring

- Classteacher will prepare all the usual day-to-day preparation for a new pupil
- On-going dialogue with the pupil over a period of (*number of weeks*) on feelings etc..
- Informal, on-going dialogue with parents for this period about pupil, as and when appropriate

# Cycle of Intervention for Service Pupils





## **Banks Road Infant & Nursery School Programme for Service Pupil Intervention**

### Departure

- Headteacher to meet with class teacher to pass on information and specifics about the pupils departure
- Classteacher to liaise with Miss Holmes to identify any specifics relating well-being that would be shared with the next school
- Ensure the smooth, efficient transfer and transit of essential information about pupils, including current learning (including curriculum), number of schools attended, SEND, welfare etc to the next school – Miss Holmes to ring the school to confirm whether any additional information will need to be shared.
- Departure intervention session where the pupil has opportunity to:
  - look at new school with the service pupils group
  - discuss feelings/apprehension etc..
  - prepare a 'goodbye' card
  - update their 'all about me'
  - receive goodbye cards/messages from the service pupil group
  - leave an email address for initial contact on arrival at new school

**THIS POLICY WILL BE REVIEWED ANNUALLY.**

DATE OF REVIEW BY GOVERNING BODY:

February 2016

July 2017

March 2018

This policy was reviewed and ratified by the Pupil and Personnel committee July 2017.

Signed: Chair of Governors \_\_\_\_\_

Date: \_\_\_\_\_