

Induction Policy and Procedures

Objectives

- To ease the transition of new students into the College
- To support and encourage students to achieve their full potential through a co-ordinated cross College approach to the induction process
- To regularly evaluate the provision of information, services and support offered by the induction process

Stages of Induction

Pre College Entry

- Pastoral and Curriculum information given by tutors on visits to partner schools
- Pastoral and Curriculum information given during Information Evenings
- Curriculum area visits to partner schools
- Taster courses linked to Curriculum areas
- Individual interviews for prospective new students

Getting Ready (June)

- Enrolment procedures and practices
- Enrolment Briefing pack
- Curriculum information
- Travel information
- Enrolment appointments
- Enrichment Fair

Enrolment (August / September)

- Whole College activity to ensure appropriate support and guidance as programmes agreed – Confirmation of Courses printed and signed by parents and student
- Travel
- Administrative procedures

Induction Day (September)

- Tutor / Tutee introductions
- Student diary – introduction to policies and practices including College Charter and Code of Conduct
- Familiarisation with campus
- Student Association
- Meet the Principal
- Introduction to Learning Resource Centre

Tutorial Programme

The first Half Term will focus on: support services / self awareness – differing learning styles / introduction to careers resources / initial review / introduction to General Studies

Introductory Period in Curriculum Areas (Year One)

- To build on the foundation delivered through Tutorial Programme and meet specific subject needs of student
- Short term coursework / preparatory work to encourage action planning and meeting of deadlines.
- Reinforcement of study skills, attendance and punctuality.

Induction - Year Two

- 2 day induction, using old timetable
- Review of AS performance – advice on re-sits
- Talk from Principal re progression to A2
- Continuation of progression preparation including UCAS