



Monday 6th September – Year 7 Induction Day

- 08.35 **Pupil arrival**
- Pupils will be met at the front of school by SLT, Mv, HL, Jt
 - Year 7 Tutor Team and allocated LSA should wait in the New Space with M, Br, CK, Fr, to greet the Year 7 pupils on arrival.
 - Pupils should be sat in a line in their Tutor Group. Tutors should take a paper register as pupils arrive and hand out name labels to pupils. The LSA should ensure the papers register are collected and taken to Reception. Sam Nicholls to input Year 7 Attendance onto SIMS.
 - L, Lw & Mv will welcome pupils in the New Space and deliver a short Assembly
 - Pupils will be dismissed from the New Space and escorted by their Tutor & LSA. Senior Leaders to accompany TGs as directed by Mv.
- 09.00 – 10.00 **Period 1: Tutor Time**
- Pupil Journals, Timetables, Uniform Check and Ice Breaker.
 - Pupils to be escorted to the canteen for fingerprinting or taken for their school tour, according to the Induction Day Timetable.
 - Tutors to work through **Induction Day 1 Powerpoint**.
- 10.00 – 10.25 **Break**
- Tutors to escort their Tutor Group to the tennis courts for Break.
 - Tutors to collect their Tutor Group at 10.25 and escort to their Tutor Room.
- 10.30 – 11.30 **Period 2: Tutor Time**
- Pupils to be escorted to the canteen for fingerprinting or taken for their school tour, according to the Induction Day Timetable.
 - Tutors to work through **Induction Day 2 Powerpoint**.
 - Further Ice Breaker activities and escorted to Period 3.
- 11.30 – 1.00 **Period 3 and Lunch**
- Pupils to attend Period 3 lesson according to the Induction Day Timetable.
 - Tutors and Senior Leaders to collect Tutor Group for staggered collection of lunches from the Canteen.
 - Tutors to collect their Tutor Group at 1.00 and escort to Period 4 lesson.
- 1.00 – 2.55 **Period 4 and Period 5**
- Tutors and Senior Leaders to escort their Tutor Group between lessons.
 - Pupils will be dismissed from their Period 5 lesson at 2.55pm via the main gate.

Paper registers should be completed at the start of each lesson by the teacher, the LSA should then take the register to Reception.