

Student induction plans for 2021-22 – correct at 26 August 2021

Person responsible: Louise Affleck

This year: Student induction will be for **ALL students** – new and returners – as there are lots of changes and the returning students will benefit from reminders of things such as UCAS, CCAs etc.

Aims for student induction:

Students feel settled, happy and sense of belonging

Students know who to contact if they need help with something specific

Students can access IT and use the different systems (Teams, Canvas, email, OneDrive, Office 365)

Students can navigate around the building and local area

Students have their timetable and understand where they're meant to be and when

Students know which House they're in, who their HM and Tutor are, and know some others in their tutor group

We have evidence that they've completed all the necessary items of induction

Note that this year's induction was planned during the Covid-19 pandemic. There was uncertainty about how many students might need to quarantine after arriving in the UK, therefore the usual plan of having some induction time before lessons commence was changed for this year.

Induction – 2 weeks 6th to 17th September in 4-5pm slots:

Tutors will be needed on the Monday, Tuesday of each week to host the sessions.

Delivery will be in the Tutor rooms, with quarantining students joining via Teams.

ALIS testing for Upper School will be scheduled for students' free periods, by MM and JB.

Tour of the building may be done at enrolment using Student Council helpers.

The schedule is on the next page.

Other items required for induction, but not included in these two weeks 4-5pm slots, include:

IT induction

Wellbeing Team introduction

Tour of the building

Whole college assembly

IT induction: MM will either do IT induction in small groups of ~ 10 students at a time, OR to a larger group of students in their Tutor rooms via Teams. They will bring a device so they can practise as she explains the different platforms. New students should have their IT induction before they join lessons.

Monday 6 th Sept	Tuesday 7 th	Wednesday 8 th	Thursday 9 th	Friday 10 th
HM / AP (LS) Assembly <ul style="list-style-type: none"> • House • Reg • Tutors • Key People in College • Structure of the induction Meet your Tutor	Explanation of policies: Code of Conduct, Behaviour, Attendance, Dress Code, No Smoking, Prohibited Substances Quiz (with Tutor)	CCA (Co-curricular activities) fair	CCA taster sessions (CCA sign-up in Friday morning registration)	
In Tutor rooms / Teams if in quarantine	In Tutor rooms / Teams if in quarantine	Atrium	Various classrooms	
Monday 13 th	Tuesday 14 th	Wednesday 15 th	Thursday 16 th	Friday 17 th
Upper School - UCAS and UATs talk Lower School - Quiz (with LS Tutors)	Q and A Panel – HMs / AP(LS) Induction Form - to say students have completed induction Survey – experience from induction	Lower School only - YELLIS testing		
In Tutor rooms / on Teams if in quarantine	In Tutor rooms / on Teams if in quarantine			

Monday 20th September – CCAs begin. These will be on the students’ timetables.

Note that the Academic Societies are now included under the CCA umbrella. Requirement is: Y9/10/11/12 - 2 CCAs Y13/Y14 – 1 CCA