# DRAFT Induction Policy for First Year Students

The transition from primary school to secondary school is both challenging and demanding for students. Our first year induction program is designed to ensure that first year students entering De La Salle College, Macroom, are integrated into their new school environment using a holistic approach addressing their social, personal, and academic needs.

The following are a series of measures that have been put in place to make the transition from primary to secondary a more pleasant experience.

* We have an open night in September every year to give the 6th class students an opportunity to see the school and meet the teachers .
* Students assessment exams are held in the second term and coordinated by the SEN team.
* Interviews with incoming First Years are held at the beginning of the third term prior to students starting in September. Any concerns are highlighted by parents at this time. The Guidance Counsellor or the Deputy Principal meet with both the student and their parents/guardians.
* An activities morning is held in May and this gives the students an opportunity to meet all the incoming first years so that the first day at the end of August may not be so daunting.
* On the first day of secondary school students are supported by their Class Teacher and mentors. Students are allocated classrooms and lockers.
* The first year group are brought into school before the rest of the year groups to be shown around the school without the hustle and bustle of the other year groups filling the corridor.
* Distribution of journals and timetables is done by the class teachers
* Class teachers explain the log book system and school rules
* This a general run over the school rules and how the logging system is implemented i.e. positive and negative logging.
* Students are also taken through a fire drill
* On the following day the students will begin their first timetabled day of classes where the subject teachers will introduce the subject to the students and give an overview of what is involved in the subject.
* An information meeting for parents/guardians is held at the end of September where they have the opportunity to meet the teachers involved in the transition process.
* A school trip is organised before the end of September as a bonding day and to facilitate integration.
	+ 1st Years are allowed out 5mins earlier than other year groups at morning break and lunchtime
	+ Lockers and coat hangers are provided to 1st years in an area that is easily accessible for them
	+ No homework is given to 1st years in the first week. All work to be completed during class time with the aid of the teacher.
	+ All first year students are encouraged to purchase plastic folders for each subject to enable them to operate the lockers more effectively
	+ Students who may need additional supports during this transitional period are identified and in consultation with parents/guardians targeted interventions may be provided.

TIME FRAME

Ratified DATE: 02/06/2020

NEXT REVIEW: 2022

Signed:



Chairperson Board of Management