



## **British International School of Timișoara**

*We Provide the Foundation on Which Our Children Can Flourish*

### **School Policies**

#### **Student Induction Policy**

Approved by:	Head of School	Date: Sep 2020
Last review:	School Leadership Team	Date: May 2023
Next reviewed by:	School Leadership Team	Date: May 2024

## **General**

British International School of Timisoara is a coeducational private international school offering a British-style education and accepting children aged between 4 and 18.

British International School of Timisoara offers its students a truly international experience through a British-style curricula and adheres to the guidelines of the Council of British International Schools, Cambridge Assessment International Education and the International Baccalaureate Organisation. Our qualified, internationally-experienced and dynamic educators teach all subjects in English, with the exception of the lessons of Romanian, which are being taught by qualified and engaging local teachers.

### **Our Vision**

*We provide the Foundation on which our Children can Flourish  
Inspiring our students to Learn and Live with Purpose*

### **Our Mission**

*Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development*

### **Our Core Values**

*We Think, We Explore and We Learn  
We Listen, We Respect and We Care  
We Speak Up, We Participate and We Strive*

It is fundamentally important for us to underline our vision and mission, and to promote these values within our school programmes. These values will be embedded within the routine of our school, in and outside the classroom. It is equally important for all of the members of our community to understand that we are all accountable for our actions and we must do our best to follow these values which are in place to ensure a safe, friendly and happy environment for all of the members of the BIST community.  
parents.

## **Introduction**

The staff at BIST recognise that a thorough induction is necessary for new students joining the school so that they are able to understand the routines and expectations of the school and are able to rapidly settle down to learning. We have a number of students who enter the school at other than normal times. This presents the following challenges for the student, their parents/carers and the school:

- Changing schools can impede student's academic and social progress. They may have difficulty adapting to different styles of teaching and learning, and it can take their new teachers a while to establish their strengths and areas for development.
- Making new friends and settling into a new school can be a daunting prospect for children. Parents/carers may worry about disrupting their child's education and be unsure about the best way to help them.
- Practical arrangements for the induction of new students take considerable teacher time and the arrival of new children disturbs established friendship groups, and can lead to an unsettled period for groups of children.

We hope that the measures outlined in this policy will help minimise the difficulties associated with mobility and ensure that students joining BIST maintain their progress and settle happily into school life.

## **Student Induction policy**

### **The Induction Process**

There are established procedures for induction, including support from the Admissions Officer, Form Tutors/Class Teachers. The main elements of this process will be to:

- Collect as much information as possible as part of the admission process.
- Provide support for students during the first and second morning to help them to settle in, and familiarise themselves with the school and routines.
- Provide teachers with relevant information about the student, prior to physically joining the class.
- If limited information is available, students will undergo CATs testing to establish an academic baseline.
- Each new student is paired with one of his/her new colleagues (prefects will be involved).

### **Prior to Admission**

Parents/carers will be encouraged to visit the school with their child prior to admission for interview with Admissions Officer and relevant Head of School to discuss:

Recent educational experiences.

- At this meeting they will receive information about: the expectations of BIST, school uniform, lunch, timings of the school day, the timetable, safeguarding and relevant information sharing
- Parents/carers will also be asked to sign the relevant policies as part of the admissions process
- This meeting will provide an opportunity to respond to any questions the student or parents/carers may have.
- The Admissions Officer will contact the student's previous school to gather information.
- A trial day option is available for interested students and parents, so that they can make a more informed decision with regards to joining the school; this also serves a second purpose, as in a sense, it offers us the opportunity to assess that particular student

### **Day One in school**

- Support on first morning will include identifying a buddy for the student, as previously mentioned
- A guided tour to familiarise the student with the building and their classes.
- Talk through the timetable and routines.
- Inform about the Behaviour Policy and sanctions.
- Raise awareness of safeguarding and lines of referral
- Meet their Class Teacher or Form Tutor

### **Day Two**

- Meet with the Admissions Officer to clarify any issues.

### **End of first week**

If necessary, parents/carers are invited in to meet with the Admissions Officer to discuss how the student is settling in.

### **End of a full term**

Review of student placement via Form Tutors/Class Teachers feedback.

*SLT / May 2023*