



# LOUGHBOROUGH High School

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**Policy Title:** Induction of New Staff

**Approved By:** LHS Board

**Date Approved:** 05 02 2024

**Date to be reviewed:** 05 02 2026

**Point of Contact (Reviewer):** Mrs Lynsey Simpkin

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## **INDUCTION OF NEW STAFF**

### **Objectives**

To help staff new to the school to settle into the school community  
To introduce them to the administrative, IT and pastoral systems of the school

### **Procedures**

New staff are invited by their Head of Department to spend a day in school during the previous term to discuss timetable, schemes of work, textbooks etc. New staff should be given a copy of the departmental handbook to familiarise themselves with the department before the start of term. If he/she is to be a form tutor, a meeting may also take place with the Head of Year.

Subject specific induction is carried out by Heads of Departments throughout the year.

Before a member of staff starts at the school he/she receives his/her timetable.

Key policies and relevant parts of the staff handbook will be emailed to new staff for reading in advance of the start of term.

New staff are invited to New Staff Induction usually the day before the start of term. This allows an opportunity to issue staff with laptops and to provide an introduction to LHS information systems and LHS routines and procedures. This is organised and delivered by the members of staff in charge of New Staff Induction.

Weekly meetings are held during the first term (and regular meetings in the rest of the school year to discuss particular topics) for new staff with the member of staff in charge of Staff Induction. These meetings are used to distribute and discuss the rest of the staff handbook and to outline administrative systems when they are relevant and to discuss school policies and special occasions. Other staff are invited to lead discussion where relevant. Sessions are held on topics such as

- Parents evenings, grades and reports
- Internal and external exams
- Pastoral care
- Safeguarding & Child Protection
- Staff and Pupil well-being
- Sanctions and rewards
- Health & Safety
- Sanctions
- SEND
- Trips
- Staff development
- Cyber security and data protection
- DoE
- Loughborough School Foundation services

An Early Career Teacher or a teacher doing an independent PGCE will have, in addition, individual sessions with the Assistant Head, focusing on the ECF and with their Head of Department and a reduced timetable (as laid down in the regulations). They follow a bespoke LHS programme of study with support from TeachFirst, focussing on the ECF. There are opportunities for joint learning walks and lesson observations across the schools at Loughborough Schools Foundation.

ECTs also attend network meeting to share ideas and good practice.

New staff joining in September attend the LSF child protection and safeguarding training at the start of the academic year. Staff joining later attend an interim training with the Designated Safeguarding Lead (Deputy Head) and join in the full training the following September.

This policy should be read with the Staff Code of Conduct, Staff Handbook, Recruitment, selection and disclosure policy procedure and Department Handbooks.