



# Welburn Hall School 2020-21

## Entry and exit systems – 6<sup>th</sup> Form

STUDENT AGED 16-19  
 HAS CURRENT EHCP  
 SPACE AVAILABLE  
 PARENTS NAME WELBURN AND/OR  
 COUNTY REQUEST OR DIRECT PLACE AT WHS

	START DATE CONFIRMED TO PARENTS BY OFFICE. SEND OUT WELCOME PACK AND GUIDANCE	OFFICE ASK FOR ALL DATA INCL ACCREDITATION	CATH AND EDUCATION TEAM ARRANGE HOME VISIT BEFORE ADMISSION	KEY STAGE TEAM AND INCLUSION MANAGER DISCUSS CLASS GROUPS TUTOR, KEYWORKER AND CATH COMPLETE TRANSITION PLAN	TRANSITION PLAN SENT OUT TO PARENTS/STUDENT, SCHOOL, STAFF, SLT
WEEK 1	WELCOME PACK REVIEW FOR STUDENT INCL TOUR	BUDDY IN PLACE. OFFICE INFO GATHERED E.G BURSARY FORMS	PROVISION PLANNED AND TIMETABLE ISSUED	PLACEMENT REVIEW DATE PLANNED AND COMMUNICATE TO PARENTS/COUNTY	WELCOME IN ASSEMBLY. MEET SLT AND HT.
WEEK 2-6	<ul style="list-style-type: none"> <li>BOXALL</li> <li>ACADEMIC</li> <li>SENAT</li> <li>AGENCY CHECKINS</li> </ul>	LESSON OBS HT CHECK IN FSM CHECK IN SENCO CHECK	PROVISION REVIEW WEEK BEFORE PLACEMENT REVIEW	REVIEW	PLACEMENT SUCCESSFUL. SET ALL TARGETS



# Welburn Hall School 2020-21

## Entry and exit systems – MAIN SCHOOL

STUDENT AGED 8-16  
 HAS CURRENT EHCP  
 SAPCE AVAILABLE  
 PARENTS NAME WELBURN AND/OR  
 COUNTY REQUEST OR DIRECT PLACE AT WHS

START DATE  
 CONFIRMED TO  
 PARENTS BY  
 OFFICE. SEND  
 OUT WELCOME  
 PACK AND  
 GUIDANCE

OFFICE ASK  
 FOR DATA INCL  
 BOXALL

CATH ARRANGES  
 HOME VISIT AT  
 LEAST 1 WEEK  
 BEFORE  
 ADMISSION

TEACHER,  
 KEYWORKER AND  
 CATH COMPLETE  
 TRANSITION PLAN

TRANSITION  
 PLAN SENT OUT  
 TO PARENT,  
 STAFF, SLT

WEEK 1

WELCOME  
 PACK REVIEW  
 FOR PUPIL INCL  
 TOUR

BUDDY IN  
 PLACE. OFFICE  
 INFO  
 GATHERED E.G  
 LUNCH MONEY

PROVISION  
 PLANNED AND  
 TIMETABLE  
 ISSUED

PLACEMENT  
 REVIEW DATE  
 PLANNED AND  
 COMMUNICATE  
 TO  
 PARENTS/COU  
 NTY

WELCOME IN  
 ASSEMBLY.  
 MEET SLT AND  
 HT.

WEEK 2-6

- BOXALL
- ACADEMIC
- SENAT
- AGENCY CHECKINS

LESSON OBS  
 HT CHECK IN  
 FSM CHECK IN  
 SENCO CHECK

PROVISION  
 REVIEW WEEK  
 BEFORE  
 PLACEMENT  
 REVIEW

REVIEW

PLACEMENT  
 SUCCESSFUL.  
 SET ALL  
 TARGETS



# Welburn Hall School 2020-21

## Entry and exit systems – RESIDENTIAL

- STUDENT AGED 8-19
- HAS CURRENT EHCP/Social Care Involvement
- SAPCE AVAILABLE
- PARENTS NAME WELBURN AND/OR
- COUNTY REQUEST OR DIRECT PLACE AT WHS

- 15 Weeks

Pre Admission information packs sent out to parents by school administration

Pre admission information returned by parents. Confirmation by Administration

Medical information assessed by school nurse.

Residential & Safeguarding Manager and Senior Team Leader presented with all pre admission details.

- 10 Weeks

Residential & Safeguarding Manager/Senior Team Leader arrange home visits.

Senior Team Leader to allocate key worker to students.  
Key worker to view pre admission details.

Senior Team Leader and key worker to complete home visits with pre admission details.

Home visit information logged and additional information presented to Residential & Safeguarding Manager.

- 4 Weeks

PEEP completed.  
IRA completed.  
Bedroom allocated.  
Medication consent in place.

New students invited to stay one night within residential setting.

Residential place confirmed with all relevant permission and information in place.



# Welburn Hall School 2020-21

## Entry and exit systems – staff induction

OFFICE ARRANGE VISIT PRE STARTING. ANY RELEVANT DOCUMENTS/PACKS EMAILED OUT STAFF HANDBOOK, CHILD PROTECTION POLICY & BEHAVIOUR POLICY.

- DBS AND EMPLOYMENT CHECKS COMPLETE
- START DATE AGREED
- CONTRACT ISSUED
- LINE MANAGER IDENTIFIED
- DETAILS ADDED TO SCR

<b>INDUCTION</b>	<p><b><u>Admin – Week 1</u></b></p> <ul style="list-style-type: none"> <li>*Set up email address &amp; log on</li> <li>*Create access to SIMS, Evolve, Pupil Asset, Bluewave, Educare, CPOMS</li> </ul>	<p><b><u>Line Manager Week 1</u></b></p> <ul style="list-style-type: none"> <li>• Commence Induction Checklist Sections - First Day &amp; Within First Week.</li> <li>• Book in Probationary Reviews.</li> <li>• Seek help from SLT if required for H&amp;S</li> </ul>	<p><b><u>Line Manager 1 Month</u></b></p> <p>Conduct Probationary Review, complete paperwork &amp; email to HR</p>	<p><b><u>Line Manager 3 Months</u></b></p> <p>Conduct Probationary Review, complete paperwork &amp; email to HR</p>	<p><b><u>Line Manager 5 Months</u></b></p> <p>Conduct Probationary Review, complete paperwork &amp; email to HR</p>	<p><b><u>Line Manager 6 Months</u></b></p> <p>Sign off/or extend Probationary Period, complete paperwork &amp; email to HR .</p> <p><b><u>Admin</u></b> Send out relevant Probation Letter</p>
	<b>LEAVER</b>	<p>Staff member hands in Notice in writing or email.</p> <p>1 month or 2 months notice depending on grade</p>	<p>Headteacher informs HR and Line Manager of resignation and agreed leaving date</p>	<p>HR informs NYCC of Leaver.</p> <p>Admin arranges relevant leaver collections</p>	<p>Final Day</p> <p>Leaver to hand in all keys, paperwork, ICT equipment, mobile phones and Staff ID Badge</p>	<p>HR – After Leave Date Complete final parts of Leavers Checklist to remove all email access and removal from SCR. Archive HR file</p>