



A structured and planned transition from different stages within the education system eases the pupils through what can be worrying phases of their lives. A positive transition can promote a positive attitude to education and learning. Grantham Additional Needs Fellowship (GANF) strives to ensure every pupil feels welcome.

Aims for induction into Grantham Additional Needs Fellowship:

- To assist all pupils to feel 'safe, settled and valued'.
- To encourage all parent/carers to be partners in their child's education.
- To assist parent/carers in helping their child towards readiness for school.
- To make a happy and smooth transition from home to school.
- To liaise with the tutor to establish any medical/training issues prior to start date.
- To ensure any relevant information from outside agencies is acknowledged, acted on and passed on to the appropriate person.

Procedure for Induction of pupils:

- **Enquiries** can be made to the Fellowship at any time and a viewing of the school can be convened upon request.
- **Visits to the Fellowship** We recommend an initial visit for parent/carers to establish if we have the facilities they feel are necessary for their child. Followed by a second visit involving the child, this is to see if the Fellowship is able to meet the needs of the child.
- **Early Years Assessment** GANF's Early Years Assessment Class is located at the Ambergate Site. Assessment will be carried out from the start to establish which site would best meet the child's needs long term. This may involve transferring across to the Sandon site.
- **New Starter Information Pack** All new parent/carers will be given an information pack, this includes information and guidance about the Fellowship as well as forms to complete informing school of relevant information about their child.



- **Home Visit** It may be deemed necessary to carry out a home visit to clarify any specific information/requirements about your child.

- **Parent Mail** All new parent/carers are invited to join 'Parent Mail'. This is the Fellowship's preferred method for distribution of letters and information.

- **Taster Days** are tailored to individuals and are arranged with parents/carers prior to a pupil's start date.

- **June increment** GANF chose to move all pupils to their next year group after the May holiday; once the Year 11/14 pupils have completed their education. This allows pupils to become more familiar with their next teacher before the summer holiday and also allows for additional taster days if necessary to assist a smooth transition.

- **Teacher Contact/Open Day** Class Teachers will be in touch regularly with parent/carers and actively encourage the use of the 'Pupil Planner' to record any issues/concerns as well as promote positive learning. The Fellowship holds Open Days twice a year.

- **Other information** The Fellowship considers parent/carers' opinions invaluable; 'questionnaires' are available at all Open Days to obtain feedback.