

New Pupil Procedures

At Hudson Road Primary on entry to our school, all children and their respective families can expect a warm welcome and an entitlement to receive the following support:

Office

- Information sheet for parent/carer regarding school times/uniform etc.
- Set up login for evolve website in order to order school meals
- Send out invite for welcome meeting with early help family worker

Teacher/Support Staff

- Welcome visit to classroom to meet staff/pupils
- Arrange seating to accommodate and identify class 'buddy' to help settle in
- Initial assessment of attainment in English and Maths
- If appropriate, liaise with previous school/teacher to ensure smooth handover
- Identify starting points with class curriculum and any intervention programmes needed eg. phonics catch up
- If concerns around SEND liaise with school Senco and have discussions with parent/carer

Early Help Family Worker

- Arrange welcome meeting for any family new to the area to health services, services for children
- Follow up meeting as needed for any individual specific questions

SENCO

- Follow up teacher concerns with appropriate assessments and identify suitable interventions
- Make referrals to other services if needed