



Westbourne  
House School

CHICHESTER

**INDUCTION PROGRAMME**

**Thursday 15<sup>th</sup> April 2021**

*Please arrive at Reception in the Main House (Prep School)*

*(All relevant documentation and policies are provided prior to induction)*

<b>Arrival</b>	<b>9.30am</b>
<b>Head/Deputy Head/Head of Pre-Prep</b> <ul style="list-style-type: none"><li>• Welcome and Introduction</li><li>• Values/Mission Statement/School Expectations/Short and long term school goals &amp; objectives</li></ul>	9.35-9.45am
<b>HR Manager</b> <ul style="list-style-type: none"><li>• Employee Handbook, policies and procedures etc</li><li>• Staff Behaviour Code of Conduct</li><li>• Organisation charts</li><li>• Probationary periods/appraisals</li><li>• Expense claims</li><li>• Pensions &amp; other staff benefits</li><li>• Annual School Magazine</li></ul>	9.45-10.05am
<b>Bursar &amp; Site Manager</b> <ul style="list-style-type: none"><li>• Induction on Fire and Safety</li><li>• Site Manager/Caretaker's role</li></ul>	10.05-10.20am
<b>Designated Safeguarding Lead</b> <ul style="list-style-type: none"><li>• Introduction of DSL and deputies</li><li>• Child Protection Training/Statutory Training for all staff</li><li>• The safeguarding response to children who go missing from education</li><li>• Whistleblowing</li></ul>	10.20-10.50am
<b>School Nurse/Senior Mistress</b> <ul style="list-style-type: none"><li>• Nurses</li><li>• Matrons</li><li>• Pastoral Care</li></ul>	10.50-11.05am
<b>Head of ICT (Head of Boarding)/Network Manager</b> <ul style="list-style-type: none"><li>• Network Manager's role</li><li>• Computer use policies/School Database/Pupils' laptop usage/Email usage</li></ul>	11.05-11.20am
<b>Heads of Girls' &amp; Boys' Sport</b> <ul style="list-style-type: none"><li>• Guidance for staff <i>(only for those who will be teaching sport)</i></li></ul>	11.20-11.40am
<b>Deputy Head - Academic</b> <ul style="list-style-type: none"><li>• High Performance Learning philosophy</li><li>• Academics</li></ul>	11.40am- 12.10pm
<b>Individual Educational Needs Co-ordinator (IENCo)</b> <ul style="list-style-type: none"><li>• SEN Training <i>(for teachers and TAs only)</i></li></ul>	12.10-12.40pm
<b>Network Manager</b> IT Training <i>(for Teaching staff only – ICT suite)</i>	12.40-12.50pm

<b>Head of Boarding</b> <ul style="list-style-type: none"><li>• Policies</li><li>• Duties</li><li>• Term ahead</li></ul>	12.40-1pm
<b>Main House Houseparents</b> <ul style="list-style-type: none"><li>• Gappers introduction and responsibilities (for Gappers only)</li></ul>	1-1.15pm