



ST. CLARE'S COMPREHENSIVE SCHOOL

POLICY TO HELP ALL STUDENTS TRANSFER FROM PRIMARY SCHOOL TO ST. CLARE'S.

Aim: Students will feel happy and safe transferring to St. Clare's and will find it easy to integrate into the school community.

Strategy

In January: (with the permission of the Primary Principals)

- ❑ The Principal, Deputy Principal and the Induction co-ordinator will visit the Primary schools in the catchment area.
- ❑ A brochure containing information about St. Clare's will be given to all students.
- ❑ Information will be given re Enrolment Day.
- ❑ The school brochure, An enrolment form and a transport form will be given to the students
- ❑ A question and answer session will take place.
- ❑ A questionnaire re student with learning difficulties will be given to the 6th Class Teacher.

Enrolment Evening:

- ❑ The Principal will address the new students and their parents.
- ❑ A timetable of the evening's activities will be given to all.
- ❑ Students will be introduced to their mentors.
- ❑ Students will tour the school and will be given presentations by various Teachers in the different subjects.
- ❑ Parents will have time to meet the Principal, Deputy Principal and the Resource Coordinator.

Induction Day:

- ❑ In May all new students will be invited to spend a day in St. Clare's
- ❑ The Principal and Induction Coordinator will explain the day's activities.
- ❑ The students will be given a timetable similar to the one that they will have in September.
- ❑ They will be given a map of the school.
- ❑ They will be taken care of by their mentors.
- ❑ They will sample life in St. Clare's
- ❑ They will travel on the normal school buses where the bus prefects will take care of them.
- ❑ They will sit the Drumcondra Reasoning Test

1st Day at school:

- The new students will be divided into class groups.*
- They will meet with their Head and Class teachers.
- Games and activities will be organised for three weeks to facilitate integration
- The mentors will supervise them at break, lunch and between classes and will report regularly to the Principal/ Co-ordinator
- Requests will be listened to re being with friends etc.

Evaluation:

This policy will be continually monitored and evaluated. It may be amended to meet the needs of new students.

Benefits perceived by new students and Parents in a survey.

- After the induction process “They can’t wait to get there.”
- They felt safe.
- They found it easy to integrate
- They liked the mentors and thought that they were very helpful.
- They were glad that they had experienced St. Clare’s before September.
- Parents commended the initiative.