



Yendarra Primary School

POLICY

INDUCTION PROGRAMME FOR ALL STAFF

PURPOSE

1. To ensure all staff are familiar with the policies, procedures, guidelines, rules and other organisational matters that pertain to the effective running of the school.

OBJECTIVES

1. To have all staff knowledgeable about systems throughout the school
2. To have all staff accept responsibility towards maintaining systems that are in place throughout the school
3. To be aware of the school expectations upon which the school culture is to be built.

GUIDELINES

1. At the beginning of the year or when a new employee begins work, Yendarra's Kaupapa will be shared to ensure everyone is in agreement with the current culture & systems and to ensure they are happy to accept the responsibility for the maintenance of school wide systems.
2. Provisionally registered teachers are buddied up to an experienced teacher to ensure any follow-up questions to the school organisation will be answered.
3. Throughout the first year for new staff they will be actively encouraged to ask questions when they are unsure about any system, procedure or the best way to react to a given situation.
4. The Kaupapa Panui will be reviewed annually.
5. New staff also have individual responsibility to ask questions from the right people.