

WHITGIFT IB REVISION COURSE INDUCTION POLICY

The induction process begins from the very first meeting between the parents and/or agent and the Whitgift IB Revision Course department at Whitgift School. At this point a supportive and trusting relationship is begun and continues throughout the booking process, up until the course begins. We aim to provide as much information regarding the ethos and routine for the week in order to prepare students, and their parents, for the Whitgift IB Revision Course.

Following completion of the booking process, the school will send parents and agents a 'Welcome Pack' one month before the course begins, outlining the necessary steps to take in preparing for the week-long revision course.

The Microsoft Teams platform is opens for students on Sunday afternoon. Students have the opportunity to introduce themselves to their classmates as well as contact the Course Director for any questions they may have.

Through regular contact and openness, it is hoped that any problems are highlighted quickly and dealt with sensitively.

Staff Induction

The Whitgift Easter IB revision course staff induction takes place the Friday preceding the course start date and covers all aspects relating to their department and within the revision course as a whole. All staff are provided with a 'Staff Handbook' which details the expectations and visions of the Easter IB revision course and specific information relating to their department.

All staff receive thorough Safeguarding training during the induction including a test that relates to the implementation of the School's Safeguarding policy.

Should any member of staff feel unsure on the manner in which to deal with incidents, they should contact the Course Director immediately.

Reviewed by Course Director November 2020

Next Review: October 2021