Rationale:
- Formal induction programs for new and returning teachers provide them with support, direction, contacts, feedback and essential information while building both confidence and performance.

Aims:
- To provide new and returning teachers with the support, direction and information that will allow them to be fully effective and comfortable in their new teaching role.
- To establish productive and harmonious working relationships with colleagues.

Implementation:
- The school principal is responsible for ensuring each newly appointed teacher to our school, or teacher returning from extended leave, undertakes a supportive and effective formal 3-month induction program.
- Skilled and experienced teachers with strong communication and interpersonal skills will be used as mentors for each beginning or returning teacher.
- Each induction will be planned and documented prior to commencement.
- The induction program will comprise components consistent with the DE&T ‘Induction Resource Materials for Schools For Beginning and Returning Teachers’ document including:

Appointment
- Send a letter of congratulations and a staff list to the new appointee.
- Arrange a time for an initial visit.
- Any paperwork to be completed to finalise appointment.
- Organise a work-space/desk (computer, diary, pigeon hole etc).

Initial Visit (Prior to day 1)

Principal/Leading Teacher
- Introduce appointee to relevant staff and to unit team.
- Arrange tour of the school
- Induction Manual: School information package

Unit Leader
- Introduce to work areas; resources eg. Unit planner, P.D. plan, appraisal documents; emergency plan; EQ Wellbeing Manual; personnel folder; staff responsibilities; code of conduct; rolls etc)
- Introduce a buddy colleague for assisting when starting on the job (Preferably in next door room)

Office Manager
- Ensure that appointee know where everyday equipment is eg fax, phone, photocopier, stationery.
- Provide photocopy number.
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Day of Appointment
Principal/Leading teacher
- Introduce all staff
- Organise pigeon hole and show staff room
- Re-introduce buddy

Buddy/Mentor
- Welcome morning tea
- Introduce to class
- Check that all information is available

Week 1
- Daily contact with Principal/Leading Teacher and buddy

Week 2/3
- Arrange lunch with Principal/Leading Teacher and buddy

Week 4-6
- B.Y.O. lunch for discussion with Principal/Leading Teacher, or concerns if any arising from orientation.
- Check on role of buddy.

This policy was last ratified by School Council in... May 2007

School Council President.........Dale Smith................. (Signature)