



مدرسة نور الديار الخاصة  
**NOOR AL DIYAR**  
PRIVATE SCHOOL

# **STUDENTS INDUCTION PROGRAMME POLICY**



## **1.0 POLICY PURPOSE**

This policy aims at helping new students to cope with the school environment, and assist them to get awareness of the support and services provided for them by the school, in order to benefit the most from the school quality learning processes and its various life activities.

## **2.0 GENERAL STATEMENT OF THE POLICY**

The school recognizes that induction programme has an important role in shaping students' perception towards school's life and its environment. Induction defined as: a planned event to educate new enrolled students about school's environment and help them build bond with other students.

## **3.0 POLICY PROCEDURES**

This policy consists of the following procedures:

3.1 Students induction programme should be conducted at the first day of school prior to the start of the classes, and could cover the following aspects:

- 3.1.1 School regulations, values and culture.
- 3.1.2 Students rights & responsibilities.
- 3.1.3 Educational system, mark distributions and assessment requirements.
- 3.1.4 Familiarizing with school premises and facilities.
- 3.1.5 Awareness of safety procedures & guidelines.

3.2 The school counsellor will be responsible to handle the following procedures:

- 3.2.1 Coordinate with the administration department to collect the information of new enrolled students.
- 3.2.2 Plan the induction programme in cooperation with the academic coordinator, and design different programmes according to students' age group.
- 3.2.3 Set the time and arrange the venue for conducting the programme after forming groups based on students' grade levels.
- 3.2.4 Prepare an interesting power point presentation enriched with videos and pictures. The content of the presentation should include the aspects listed in (3.1).
- 3.2.5 Implement the programme in cooperation with the academic coordinator and school's nurse.

- 3.2.6 Take the students in tour to make them familiar with the school facilities and introduce the support services to them.
- 3.2.7 Adopt “Peer Buddy System” with the assistance of current students, peer bodies will be responsible to introduces the new enrolled student to their friends, school rules, facilities, etc.
- 3.2.8 Evaluate the effectiveness of the implemented induction programme.
- 3.2.9 Keep records and documentations of the induction programmes.