

## WHITGIFT SUMMER SCHOOL

### INDUCTION POLICY

The induction process begins from the very first meeting between the parents and/or agent and the International Office at Whitgift School. At this point a supportive and trusting relationship is begun and continues throughout the booking process, up until the point of arrival. We aim to provide as much information regarding the ethos and weekly routine within the boarding house to prepare the students, and their parents, for a stay at Whitgift.

Following completion of the booking process, the Whitgift Summer School Team will send parents and agents a course related 'Welcome Pack' outlining the necessary steps to take in preparing to join a course at Whitgift Summer School.

Sunday is the Induction Day for all new students. On this day, the students have a series of meetings and tours in order to acquaint them with:

1. Academic expectations and rules
2. Overview of activities and trips (if applicable)
3. Boarding rules and available support
4. Location of (important) rooms and places/tour of school

All staff are ever mindful that initially students are under pressure to:

- learn new routines
- adjust to the new Summer School 'family' with its customs and traditions
- learn new rules and expectations
- cope with new linguistic demands
- make new friends
- learn who to trust and confide in
- cope with new demands relating to organisation and independence
- cope with homesickness and loneliness
- cope with a reduced amount of privacy

During the first evening of the Summer School, House activities and icebreakers are organised to develop 'team spirit' and for the students to get to know each other. Through regular contact, openness and activities, it is hoped that any problems in the areas above are highlighted quickly and dealt with sensitively.

## **Whitgift Summer School Staff Induction**

The Whitgift Summer School staff inductions take place in the days preceding the first arrival day of each course and cover all aspects relating to their department and within the school as a whole. All staff are provided with a course related Staff Handbook which details the expectations and visions of Whitgift Summer School 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 Whitgift Summer School Safeguarding policy. Staff also take part in an interactive workshop with the Welfare Manager which highlights scenarios they may encounter during the course.

Should any member of staff feel unsure on the way to deal with incidents, they should contact the Welfare Manager or Course Director immediately.

*Reviewed by Director of International Education: November 2025*

*Next Review: November 2026*