



Name of policy: **Trial Period Policy—ED12**

Publication date	11 October 2017
Date of last review/revision	21 February 2023
Type of policy (statutory, procedure, adopted, protocol...?)	protocol
Purpose	To explain the School's policy for trial periods for new pupils
Related Quality Indicators (HGIOS 4)	2.7, 3.2
Related school policies	School rules; Discipline; Learning Support
Whole school or departmental policy?	Whole School
Links to national policies or legislation	
Links to OSCR	
Signature of Chair of Trustees	<i>Michael Laberge</i>
Signature of Chair of College	<i>[Handwritten Signature]</i>
Key contact (name, role, email address)	Management Group



Trial Period Policy

Early Years (Seedlings and Kindergarten)

Every pupil who joins the School begins with a term's Trial Period (which is defined as one school calendar term—or the equivalent if a child joins in the middle of a term) although parents and the School have the right to curtail the Trial at any time (see below). Towards the end of the period, The College of Teachers will review each pupil's Trial. The College might decide to pass the Trial, extend the Trial with recommendations, or fail the trial. The following criteria will be used to inform the review. This list is intended as a guide for new pupils and their parents.

1. Social integration into the Class or Group is important and it is expected that new pupils endeavour to find their place in the Class or Group.
2. The pupil is co-operative with teachers.
3. The attendance record should be fully satisfactory in accordance with the attendance policy and there should not be any unaccounted, excessive or unauthorised absences from school (either full or part day or missed lessons). Parents must follow the procedures set out in the 'attendance policy'.
4. Parents are expected to familiarise themselves with School Rules and keep to them. Parents are expected to ensure pupils' compliance.
5. Pupils in Seedlings and Kindergarten work with a 'settling in' document throughout their first term. This tracks the child's progress and will inform the Trial Period.
6. The School reserves the right to curtail the Trial Period at any time in situations where there is a substantial breakdown of co-operation with the above points, or if it becomes clear that a child is not flourishing either socially or developmentally. Parents will be informed before the end of the period in cases where a child is not meeting the criteria and is therefore unlikely to pass their Trial.
7. Parents are expected to support the ethos of the School.
8. Parents must cooperate with the School on matters of wellbeing and safeguarding.

9. Parents are advised to share all information pertinent to their child's education and development, both in and out of school, in a timely manner. This is necessary to support the teaching of the child within the Class.
10. Parents will be kept informed of any concerns teachers might have about a child's progress against the above criteria and a conversation will be offered. If there are concerns, The College of Teachers has discretion to extend the Trial following review and recommendations will be made to address those concerns.

Lower School

Every pupil who joins the School begins with a term's Trial Period (which is defined as one school calendar term—or the equivalent if a child joins in the middle of a term), although parents and the School have the right to curtail the Trial at any time (see below). Towards the end of the period, The College of Teachers will review each pupil's Trial. College might decide to pass the Trial, extend the Trial with recommendations, or fail the trial. The following criteria will be used to inform the review. This list is intended as a guide for new pupils and their parents.

1. Social integration into the Class is important and it is expected that new pupils endeavour to find their place in the Class.
2. The pupil is willing and co-operative with teachers and does work and assignments consistently. Work is kept up-to-date and is of the pupil's best standard.
3. The attendance record should be fully satisfactory in accordance with the attendance policy and there should not be any unaccounted, excessive or unauthorised absences from school (either full or part day or missed lessons). Parents and pupils must follow the procedures set out in the 'attendance policy'.
4. Homework is handed in on time (if this is not possible, a note is written by the parents to explain the circumstances that prevent the assignment from being completed).
5. Parents and pupils are expected to familiarise themselves with School Rules and keep to them. Parents are expected to ensure pupils' compliance.
6. The School reserves the right to curtail the Trial Period at any time in situations where there is a substantial breakdown of co-operation with the above points, or if it becomes clear that a child is not flourishing either socially or academically. Parents will be informed before the end of the period in cases where a child is not meeting the criteria and is therefore unlikely to pass their Trial.
7. Parents are expected to support the ethos of the School.
8. Parents must cooperate with the School on matters of wellbeing and safeguarding. Parents must share all information pertinent to their child's academic performance, wellbeing and behaviour, both in and out of school, in a timely manner. This is necessary to support both the teaching of their child and the teaching of the whole Class.

9. Parents will be kept informed, by the Class Teacher, of any concerns teachers might have about a child's progress against the above criteria and a conversation will be offered. If there are concerns, The College of Teachers has discretion to extend the Trial following review and recommendations will be made to address those concerns.

Upper School

Every pupil who joins the School begins with a term's Trial Period (which is defined as one school calendar term—or the equivalent if a child joins in the middle of a term), although parents and the School have the right to curtail the Trial at any time (see below). Towards the end of the period, The College of Teachers will review each pupil's Trial. College might decide to pass the Trial, extend the Trial with recommendations, or fail the trial. The following criteria will be used to inform the review. This list is intended as a guide for new pupils and their parents.

1. The pupil is willing and co-operative with teachers. Work, including Main Lesson work and homework, should be kept up to date, show their endeavour and be completed to the pupil's best standard.
2. Homework is handed in on time (if this is not possible a note is written by the parents to explain the circumstances that prevent the assignment from not being completed).
3. The attendance record should be fully satisfactory in accordance with the attendance policy and there should not be any unaccounted, excessive or unauthorised absences from school (either full or part day or missed lessons). Parents and pupils must follow the procedures set out in the 'attendance policy'.
4. Parents and pupils are expected to familiarise themselves with School Rules and keep to them. Parents are expected to ensure pupils' compliance.
5. The School reserves the right to curtail the Trial Period at any time in situations where there is a substantial breakdown of co-operation with the above points, or if it becomes clear that a child is not flourishing either socially or academically. Parents will be informed before the end of the period in cases where a child is not meeting the criteria and is therefore unlikely to pass their Trial.
6. Parents are expected to support the ethos of the School.
7. Parents must cooperate with the School on matters of wellbeing and safeguarding. Parents must share all information pertinent to their child's academic performance, wellbeing and behaviour, both in and out of school, in a timely manner. This is necessary to support both the teaching of their child and the teaching of the whole Class.
8. Parents will be kept informed, by the Class Guardian, of any concerns teachers might have about a child's progress against the above criteria and a conversation will be offered. If there are concerns, The College of Teachers has discretion to extend the Trial following review and recommendations will be made to address those concerns.