



***School Name***

*School Motto*

Sample Welcome Pack for Newly Qualified Teachers

**Newly Qualified Teacher (NQT) Sample Welcome Pack**

**Please amend the headings to suit your school context**

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| **School Details** | |
| School Name |  |
| School Address |  |
| School Type (vertical/junior/senior) |  |
| School Denomination or Patronage |  |
| Special Classes |  |
| \*DEIS Status |  |
| Eircode |  |
| School Roll Number |  |
| School Phone Number |  |
| School Email Address |  |
| School Website Address |  |
| Principal |  |
| Deputy Principal |  |

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| --- | --- | --- |
| Details of ISM Team and responsibilities | **Name and Role** | **Responsibilities** |
| 1.  2.  3. |  |
| PST Members | **Name** | |
|  | 1. | |
|  | 2. | |
|  | 3. | |
| \*Home School Community Liaison (HSCL) Officer and contact details |  | |
| \*School Completion Officer (SCP) and contact details |  | |
| Secretary |  | |
| Caretaker |  | |

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| Designated Liaison Person (DLP) for Child Protection |  | |
| Deputy Designated Liaison Person (DDLP) for Child Protection |  | |
| SEN Coordinator |  | |
| Chairperson B.O.M |  | |
| INTO Representative |  | |
| Board of Management Members | 1. | 5. |
|  | 2. | 6. |
|  |  | 7. |
|  | 3. |  |
|  |  | 8. |
|  | 4. |  |

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| **Daily Arrangements** | | |
| **Event** | **Time** | **Arrangements** |
| Before and/or After School Service |  |  |
| Arrival of Pupils |  |  |
| Morning Break |  | *Teachers’ Break*  *Pupil Supervision* |
| Lunch Break |  | *Teachers’ Lunch Pupil Supervision*  *Details of school lunch provider (if applicable)*  *Other* |
| Finish Time for Infants  Finish Time for Other Pupils |  | *Escorting infants/other pupils off the premises, bus collection times, etc.* |
| Protocol/procedure for the early collection of pupils |  | |
| Protocol/procedure for the arrival and dismissal of pupils |  | |
| Wet Day Arrangements |  | |
| Access to toilets during breaks |  | |

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| Access to the halla and school library |  |
| School Management Information System | e.g Aladdin/Databiz |
| Accidents   * *Minor Injury* * *Serious Injury* * *Reporting and Recording* |  |
| Policies and Practices:   * ***Homework Policy****: journal, recommended time per class level* * ***Code of Behaviour Policy****: rules, rewards, consequences,* * ***Child Protection Policy:***   *DLP, DDLP*   * ***Data Protection Policy*** * ***Health & Safety Policy***   *Etc.* | Suggest that schools might link the relevant policies to this document for ease of reference for NQTs. |

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| **Procedures for Staff** | |
|  | **Procedures** |
| In case of staff illness |  |
| In case of lateness |  |
| Substitution |  |
| Supervision |  |

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| Dates of Staff Meetings |  |
| Staffroom Protocols |  |
| Attendance at CPD events |  |
| Staff Parking |  |
| Access to the School |  |

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| **School Procedures** | |
| **Roll call/attendance** | **Procedures** |
| Pupil arrives late |  |
| Pupil is ill |  |
| Fire Drill |  |
| **Accidents** | **Procedures** |
| Immediate action |  |
| Reporting |  |
| **Other Activities** | **Procedures** |
| Contacting parents' protocol |  |
| Parent-teacher meetings |  |
| School Events | e.g: Weekly whole-school assembly |
| External Coaches |  |
| **Plean Scoile** |  |

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| Where to access curricular plans, DEIS plan (if applicable) and school policies |  |
| **Extra-Curricular Activities** | **Procedures** |
| Permission |  |
| Transport Arrangements |  |
| Substitution Arrangements |  |
| **Resources** | **Procedures** |
| Ordering equipment |  |
| Purchasing resources |  |
| Availability of curriculum resources, e.g. maths equipment, art resources, etc. |  |
| Availability of audio-visual resources |  |
| Availability of laptops, tablets and other ICT etc. |  |
| Availability of whiteboard markers, paper, dusters, etc. |  |

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| Photocopying arrangements |  |
| Announcements for intercom |  |

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| Availability and use of online technologies (consider AUP) | e.g.: Seesaw/Google Classroom |
| Other |  |
| **First Aid** | **Procedures** |
| First Aid supplies |  |
| First Aid – trained staff |  |
| Defibrillator Locations  Trained staff |  |
| Medical Information | e.g.: details of children with medical needs/Epi- pens etc. |

Appendices

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Appendix 1: Staff List

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| Staff List  Including teachers, SNAs, Support staff, Other staff | | |
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Appendix 2: School Calendar/Dates to Remember

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| **School Calendar/Dates to Remember** | |
| **Term 1:** *August - December* |  |
| October Mid-term Break |  |
| Winter Break |  |
| Other Important Dates |  |
| **Term 2:** *January - Spring Break* |  |
| February Mid-term Break |  |
| Spring Break |  |
| Other Important Dates |  |
| **Term 3:** *Spring - Summer* |  |
| Sports Day |  |
| Other Important Dates |  |
| **Other Dates** | |
| Parent-Teacher meetings |  |
| Standardised Tests |  |
| Other Important Dates:  Celebrations e.g., Ramadan/Eid/Sacraments, etc. |  |

Other Suggested Appendices

Calendar of Staff Meetings Calendar of Croke Park Hours Map of School