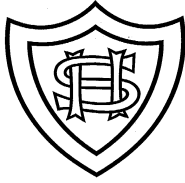


**Sacred Heart School
Swaffham**



Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

To foster spiritual growth in Christian faith and values
To value, appreciate and enjoy learning.
To work for excellence
To further curiosity and creativity
To aspire to high ideals
To stimulate generous service of others

Staff Induction Policy

It is the policy of the Sacred Heart School to provide induction for new staff to help them settle in

Process:

Staff should receive a copy of the Staff A - Z

Training given as follows:

Policies and A – Z	Headteacher
Academic Policies	Deputy Head
Child Protection	Head of Lower School
Timetable etc	Head of Department
Salary / National Insurance	Bursar

Monitoring & Review:

This policy will be reviewed by the Headteacher

(Prepared August 2008 DPW; Next review due:-Sept.2009)

Appendix:

Attach check list of documents for new staff: