

# English Banana.com

## Schools

### Student Induction Form

#### **Welcome to our School!**

*We hope you will really enjoy learning with us and that you will achieve your learning goals at this school. We aim to provide you with a high-quality course in a safe, positive and supportive environment, where you can build your confidence and reach your full potential*

*The following information will help you as you begin to study with us:*

My teacher's name is: \_\_\_\_\_

The phone no. of my school is: \_\_\_\_\_

The address of my school is: \_\_\_\_\_

The title of my course is: \_\_\_\_\_

My level is: \_\_\_\_\_

My course will start on: \_\_\_\_\_

My course is on (day/s): \_\_\_\_\_

At (times): \_\_\_\_\_

My exam will be: \_\_\_\_\_

It will be held on: \_\_\_\_\_

My course will finish on: \_\_\_\_\_

If I have a problem during the course I should talk to: \_\_\_\_\_

The trained first-aider is: \_\_\_\_\_

I should report any accidents to: \_\_\_\_\_

I know where the fire exit is (Y / N): \_\_\_\_\_

If there is a fire we will meet here: \_\_\_\_\_

I understand and agree to abide by the school rules (Y / N): \_\_\_\_\_

#### **Health Problems (Optional Questions):**

I have a health problem or disability that affects my ability to complete daily activities (Y / N): \_\_\_\_\_

If yes, please give further information: \_\_\_\_\_

I have an allergy that I wish the school to know about (Y / N): \_\_\_\_\_

Details: \_\_\_\_\_

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#### Complaints Procedure:

If you need to make a complaint about the school, you should follow this procedure. If you are not happy with the outcome, continue to the next stage. At any stage you can bring a friend:

1. If possible, talk to the person who you want to complain about
2. Talk to your teacher and centre manager
3. Write to the school's director
4. Write to the local authority who gives funding to the school

#### Disciplinary Procedure:

If we find that you are consistently breaking the class rules, or if you should cause a serious problem to your class, teacher or to the school, we will follow this procedure. We will continue through the stages as necessary. In addition, non-attendance of classes for four weeks without a valid reason may result in the termination of your place. Please note that any serious breach of the rules will result in your place on the course being terminated without warning:

1. Meeting with your teacher and/or centre manager
2. First written warning
3. Second written warning
4. Final written warning
5. Formal termination of your place on the course

#### Checklist:

I confirm that I have received and completed/read a copy of each of the following documents:

(Please Tick ✓)

- |   |     |
|---|-----|
| • Student Enrolment Form                        | [ ] |
| • Class Rules                                   | [ ] |
| • Initial Assessment (Pages 1-4)                | [ ] |
| • Student Self-Assessment Form                  | [ ] |
| • Individual Learning Plan – Learning Agreement | [ ] |
| • Individual Learning Plan – Activity Record    | [ ] |
| • Student Induction Form (this document)        | [ ] |

I agree to bring with me to each class:

- |  |     |
|--|-----|
| • a pen with blue or black ink                 | [ ] |
| • a dictionary (bi-lingual or English only)    | [ ] |
| • a notebook for making notes in class         | [ ] |
| • an A4 ring binder for my worksheets/homework | [ ] |

#### Equal Opportunities Policy and Student Agreement:

I agree that everyone is equal, regardless of race, gender, religion, disability, age, sexual orientation, marital status and criminal conviction. I accept that everyone in the class and at the school is treated equally and has equal value. I have read and understand the complaints procedure and disciplinary procedure and agree to abide by the class rules. I'm satisfied that all areas of induction have been explained to me in full by \_\_\_\_\_

Signed (Student): \_\_\_\_\_ Date: \_\_\_\_\_  
Signed (for the School): \_\_\_\_\_ Date: \_\_\_\_\_