



## INDUCTION OF TEACHERS

The Heretaunga Kindergarten kaiako team will welcome and acknowledge new staff formally via the notice boards, newsletter, email, and verbally with introductions to children and whānau.

- It is the Head Teacher's responsibility to induct a new kaiako to become familiar with the kindergarten environment, systems, and procedures. The team will support the Head Teacher through this process.
- The Health and Safety Induction for new employees will be completed and returned to Association within the first week of appointment.
- Each team will revisit the team contract upon appointment of a new kaiako within the first month.

Date of Adoption - 30 July 2009

Reviewed – 30 July 2009

Next Review Date – 30 July 2011

We are committed to delivering a collaborative programme to children and families that incorporates the wider community. We will achieve this through current best practice and theory that allows us to Notice, Recognise and Respond to children's knowledge, skills, interests, dispositions and cultural background.

We will develop an appropriate learning environment through the structure of our daily programme which supports individual and group learning.

#### OUR FRAMEWORK

Our process includes teacher- child – whānau/parent voices.

Each child has a portfolio which is used as a tool to document children's learning and development.

#### **Self Review**

"We are always open to possibilities that there is more to learn about our practice. We seek to continually enhance our practice to provide relevant and meaningful learning opportunities for children through self review." (Ngā arohaehae whai hua pg 44)

We incorporate current theory through Te Whāriki, Kei Tua o te Pae and DOP's.

Our practice links and reflects RKA and Heretaunga Kindergarten's strategic plan, policies and procedures.

Date of Adoption: 17 April 2008

Reviewed and Approved: 17 April 2008

Next Review: 17 April 2010