Welcome and Orientation

Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Purpose
The purpose of this policy is to ensure a smooth and supportive transition for all new students, parents, and staff members joining ICS. The orientation and welcome process aims to familiarize them with the school's values, culture, policies, and practices, fostering a sense of belonging and integration within the ICS community.

Scope
This policy applies to:

- New students and their families across all grade levels.
- Newly appointed teaching and non-teaching staff.
- All members of the ICS community involved in the onboarding and integration process.

The policy ensures that all newcomers are provided with adequate information, resources, and support to fully participate in the school's academic, extracurricular, and cultural activities.

Definitions

- **Orientation**: A structured program designed to introduce new students, parents, or staff to the school's environment, values, and operations.
- **Welcome Program**: A series of activities and initiatives aimed at helping newcomers feel comfortable, included, and supported within the ICS community.
- **Induction**: The formal process of providing new staff with the tools, resources, and knowledge necessary to perform their roles effectively.

Responsibilities

1. **School Leadership Team (SLT):**
    - Ensure that orientation programs are aligned with the school's vision and mission.
    - Oversee the implementation and effectiveness of the orientation process.
2. **Section Heads/Coordinators:**
    - Organize orientation activities tailored to their respective grade levels or departments.
    - Provide guidance and support to new students, parents, and staff.
3. **Admissions Team:**
    - Provide parents with all necessary information and materials upon enrollment.
    - Schedule school tours and introductory meetings.
4. **Inclusion Team:**
    - Identify and support students with specific learning or emotional needs during the transition period.
5. **Class Teachers and Advisors:**
    - Ensure students integrate smoothly into the classroom environment.
    - Act as the first point of contact for parents regarding their child's adjustment.
6. **HR Department:**
    - Facilitate staff induction, including providing access to school policies, professional development resources, and required documentation.
7. **Parent-Teacher Association (PTA):**
    - Provide additional support to families, including informal mentorship or advice from existing parents.

Procedures

1. **Student Orientation:**
    - **Pre-arrival:**
        - Welcome email or letter from the school.
        - Access to the Parent and Student Handbook.
        - Virtual or physical school tour, if applicable.
    - **First Day:**
        - Designated buddy assigned to new students.
        - Orientation session led by class teachers and section heads.
        - Introduction to key areas (classroom, library, cafeteria, playground).

- **Follow-up:**
  - Regular check-ins by class teachers during the first term.
  - Feedback collected from parents and students after the first month.

2. **Parent Orientation:**
   - Scheduled welcome meetings or webinars to introduce school policies, curriculum, and support services.
   - Distribution of contact details for key personnel (e.g., section heads, social workers, inclusion team).
   - Access to digital platforms like Seesaw or Orison for ongoing communication.
3. **Staff Induction:**
   - **Before Joining:**
     - Sharing employment contracts, handbooks, and job descriptions.
     - Introduction to key policies and procedures.
   - **Onboarding Day:**
     - Tour of the school premises.
     - Introduction to the school's vision, mission, and strategic goals.
     - Training sessions on ADEK regulations, CPOMS, and Orison.
   - **Ongoing Support:**
     - Assignment of a mentor for the first three months.
     - Regular performance reviews and professional development opportunities.

Linked Policies

The Orientation and Welcome Policy aligns with the following ICS and ADEK policies:

- **Inclusion Policy**
- **Behavior Management Policy**
- **Parent Engagement Policy**
- **Professional Development Policy**
- **Health and Safety Policy**
- **Child Protection Policy**

Review and Monitoring

The School Leadership Team will annually review the effectiveness of the orientation and welcome processes based on feedback from students, parents, and staff. Adjustments will be made to ensure continuous improvement and alignment with ICS's mission to create a welcoming and inclusive learning environment.