



RADLEY

Induction of Boarders

November 2023

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The proper induction of pupils is key to future success and happiness when joining the College and every effort is made to ensure that the transition from prep school to senior school runs smoothly. Induction is seen as a holistic process involving the boy, his parents, his new peer group and existing boarders, all of whom have a role to play and needs to be met, together with all members of the Social team – Tutor, PHM, Resident Sub Tutor, Form Master and non-resident Sub Tutors.

The process by which new boys are inducted into boarding life at Radley begins some way in advance of their start in the Michaelmas term. Stages in induction process are as follows:

1. Prospective parents bring their son to look around Socials 24-36 months prior to the time of entry. This is an important first step in establishing a relationship with a Tutor and a Social. Once they have received the offer of a firm place Radley makes every effort to allocate their son to his first or second preference Social. Those joining the College as unregistered Scholarship candidates will be allocated a Social by the Warden.
2. There will be a further opportunity for boys and parents to meet their Tutor, prior to entry exam, in March if they attend the Warden's Welcome.
3. Boys are invited to Radley for an informal meeting with Tutors and Pastoral House Mistresses (PHMs) toward the end of the Summer Term in the year of entry. Their visit to the College provides an opportunity for parents and boys to discuss any particular needs or concerns with the Social team. Parents and boys will also have an opportunity to visit the Medical Centre, where the staff will discuss any specific medical issues.
4. Tutors help parents of new boys to organise informal gatherings over the Summer holiday to provide boys with an opportunity to meet and familiarise themselves with their new peer group. Parental contact details are shared with parents (by agreement).
5. Prior to the boys' arrival in September they will receive further information which will include:
 - A New Boys' Guide
 - Details of where to access the Social Handbook
 - Letters of welcome from the Tutor and from the Mentor
6. New boys arrive on the first day of the Michaelmas term earlier than other year groups to be met by their Tutor, PHM, Sub Tutors and Form Master and Mentor. Every effort is made to ensure a relaxed atmosphere at what can be a stressful time, particularly for parents.
7. All new boys and their parents meet with the Warden in the New Theatre. The Warden outlines his hopes and aspirations for the new cohort and emphasises the ethos of the College and its broad aims. The Senior Prefect also welcomes the new boys and their parents. Parents depart immediately after the Warden's assembly. From this point forward new boys follow a carefully planned programme, an example of which can be seen in

Appendix 1.

The availability of information and key policies plays an important role in induction. Parents have access to all policy documents through the College website and we encourage this as the first point of reference. The contact details for all staff within the Social are made available on the website and the school Calendar and parents are encouraged to contact the Tutor should they have any concerns.

Communication with home during the first few weeks is carefully managed by the Tutor. A significant number of boys are rapidly immersed in College life and need reminding to contact home. New boys are permitted to bring mobile phones to College when they arrive; however, access to phones is managed by the Tutors for the first few weeks while boys are settling in.

Mentoring is undertaken by a carefully selected group of trained Lower Sixth students. Each Mentor will take particular responsibility for looking after one or two new boys in Social. Mentors act as guides around College for the first few days, ensuring that boys are able to find their way to lessons and activities. Mentors also keep a diary of their weekly meetings with their charges and have regular discussions with the Tutor about the new boys' progress. Mentors' diaries are signed off by members of the Pastoral team on a half termly basis.

Tutors are responsible for the induction of new boys, working in close partnership with their Social team (PHM, Resident Sub Tutor, Form Master, non-resident Sub Tutors, House Prefects and Mentors).

The Head of Shells and the Academic Director both give induction talks at the start of the Michaelmas term outlining expectations with regard to behaviour and academic discipline. The Head of Shells is on the Pastoral team, supports Tutors as needed in helping Shells to settle into Radley life, and plays a role in inducting Mentors in the Summer term before the new boys arrive. He discusses Shell Form Mastering with colleagues new to the role (using the guidelines published in the Form Masters' Guide). He is also a Shell Form Master and works in partnership with the Academic Director and the Head of PSHE (Miss Naylor, SLN) to arrange the PSHE programme.

The Shell Form Master is attached to the Social of his form and plays an integral role in monitoring the new boys' progress. He/she meets the new boys on the first day of term to make sure that all documents have been received, ensure timetables are understood and to arrange future weekly meetings in addition to any contact made during duty evenings in Social. Whilst the role of the Form Master is predominantly academic supervision, all take an active role in providing support and advice for their form in all areas of their life at College and meet their Form in Social when doing fortnightly evening duties.

Sixth form entrants have a separate induction and have a Sixth Form "buddy" to steer them through the early weeks at College. The Form Master plays a greater role in the integration of new Sixth formers, both in terms of academic oversight and general day-to-day life. Mr Tom Ryder, Under Master, has particular responsibility for looking after the induction of students who arrive in the Sixth form.