

Apple International School _Induction Plan

Name of the Staff:		Designation:		
Induction Personnel	Signature of the Personnel	Area	New Staff Comment	Remarks
HRBP		Documentation Joining form School Policies and Labor Rules Offer Letter Official Email ID Request Official Introduction to Admin Staffs Bio metric code and Registration		
Reception		Manual Attendance		
IT Team		Official Email ID Internet Login Blog Bio metric enrollment		
ICT Head		mograSIS & MS Teams Training		
Admin Officer		School ID Card Phone Numbers Certificate Submission Acknowledgement		
Admin Manager		Support System Resource Request Policy Health and Safety		
Head of Subject		Blue Book Correction Policy Lesson Plan Demo Lesson Model Lesson Resources Text Books		
Store In-charge		Required Stationaries		

Inclusion Champion		CPP / SEND Support / SEND List Attendance / Dispersal / Arrival Duties / Boards		
Section Head		Class Lists Pastoral Care Attendance Dispersal / Arrival Duties / Boards		
Head of Teaching & Learning		Academic Support Lesson Planning Resources AFL Tools Pre Assessment Guides		
Head of Primary		Well Being National Agenda Overview of Curriculum Big Picture at AIS KHDA Reports Vision		
Principal		Confirmation of all the above Overall Well being		