

The St Michael Steiner School

Pupil Interview Procedure

These guidelines should be read in conjunction with the school's Application and Admissions Policies:

- Admissions Policy & Procedure
- Admissions Procedure for Kindergarten
- Admissions Procedure for Returning pupils
- Application Form Procedure

Kindergarten:

The procedure for Kindergarten interviews is detailed in the Early Years Staff Handbook and separate Early Years policy.

Classes 1 - 12:

The application will be passed to the relevant teacher by the Admissions co-ordinator. If it is given to you by anyone else, check that the Admissions co-ordinator has processed it before contacting the applicant.

Read the application form beforehand so that you know if there is anything that needs to be given special attention in the interview or conversation.

The interview is an opportunity to find out what you need to know about the pupil and to assess whether the school will be able to meet their needs, so use the interview to find out what you want to know about the child, based on what is age-appropriate, and what you know (from the application form or conversations with the parents at Open days) might be weaknesses or indications of possible long-term learning or behavioural difficulties.

The interview process in Classes 1 - 12 includes a 3-day trial

Parents should be informed that three trial days are part of the interview process and are free of charge. Should either the teachers or the parents feel that further trial days are required before a decision can be made, the parents will be invoiced for any extra days at the usual rate applied to that age group.

The interview should be arranged during these trial days and should take about 30 - 45 minutes.

Interviews should be conducted by two teachers and notes should be kept and filed in the pupil's personal file.

For older classes, interviews are usually conducted without the parents present and parents should be advised of this beforehand.

Interviewing teachers should make time to speak with parents without the child present after they have interviewed the child in order to make them aware of the admissions procedure and to ask/answer any questions they may have.

IN ACCORDANCE WITH THE ADMISSIONS POLICY, IT IS IMPORTANT THAT PLACES ARE NOT OFFERED AT INTERVIEW. Parents should be told that they will hear from the school soon, but the interviewing teachers need to discuss the interview and possibly consult other colleagues before the formal offer of a place can be made.

Possible interview activities (as appropriate to age):

- Walking a line or across a balance beam forwards and backwards
- Skipping with and without a rope
- Throwing and catching

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- Copying clapping and stamping rhythms
- Finger games
- Writing
- Reading
- Comprehension
- Arithmetic
- Form Drawing
- Drawing - possibly 'house, person, tree, animal'.
- Conversation
- Conversation with parents - for any questions they or you may have.

Things to look out for:

- Spatial awareness - in movement, form drawing, throwing and catching, skipping
- Left/right dominance - eye, ear, hand, foot
- Quality of speech - articulation of sounds, clarity, formation of words and sentences
- Balance - in movement and in composition of drawings
- Form - in ability to follow instructions, form drawing, forming of writing, drawing, clapping rhythms
- Listening - in conversation; do they understand and answer questions appropriately for their age?

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