

Student Induction Policy

All students will complete an induction on their first day at inlingua Leeds. The Induction includes information on the fire safety information, assembly point, first aiders and other information about the building.

Students will complete this induction with a member of inlingua Leeds staff. It must be completed on the first day that the student is at the college.

During the first week, all students must receive their online portal login information and be shown how to use the portal system. This can be completed by a member of inlingua Leeds management during an induction or their class teacher during a lesson.

Welfare induction

During the first week, students must also complete a Welfare Induction form. This induction will ask about emergency contacts, health issues and talks about the rules at inlingua Leeds. This induction must be completed in the first week at the college.

Group inductions

When a group of students (more than 2) arrive at the same time, the building induction may be done at the same time. However, the Welfare Induction must always be done separately