**A year in a life of a Shropshire school**

Whilst no two schools are the same, it might be useful to consider some milestone events. The list isn’t exhaustive, and some will depend on context, but it might be useful in providing an overview to support your planning.

**Statutory requirements for schools**

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts>

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

<https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

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|  | **School Events** |
| **September** | Letter to parents introducing yourself and be on the school gate as much as possible**Staffing and Safeguarding**Arrange to meet all staff individually discussing roles, aspirations, vision etcPlan PD Day – including safeguarding, operational plans, child protection and associated policiesReview safeguarding policy and KCSIE (LA provide updated template)New staff induction Check timetables & rotas are appropriateOrganise clubs and share dates for the termReview SCR – invite governorReview volunteer handbook/inductionEWO review meeting and action plan**School Improvement**Share self-evaluation (include engagement with governors)Share school development plan (include engagement with staff & governors)Plan timetable of monitoring eg lesson observations/learning walks/work scrutinyCheck assessment points, analysis and subsequent pupil review meetings are in place**Office/documentation**Check policies due for review this academic year – build into governor agendas/committeesUpdate website with statutory documentsUpdate pupil information forms including medical needsCheck CTFs for incoming pupilsRecovery & Pupil Premium spend and impact statement (upload to website)Prospectus updateCheck expiry dates on certificates (eg Child Protection Training, DSL, Ed Visits, Food Hygiene, First Aid) and book required refresher training**Finances**Review pay policy and ratify by committeeMonitoring current year expenditure and income against budget. Questioning variances and the impact on the overall budget position.**Parents**Home school agreements sent out and filedCheck all EpiPen’s, inhalers and medication are returned to school. Reminder in newsletter**Site**Emergency planning arrangements (Business Continuity Plan)Fire drill and logCheck H&S routines and timetable a weekly site check**Plan meetings dates and update school diary**Governors – meet CoG to agree programme of meetingsPTA meeting to plan events and ways of workingSDG meeting - dates of meetings for the yearParents evenings and reportsHeadteacher performance management arrange datesStaff performance managementSchool Council – elections and meeting datesHoliday dates, PD days, staff meetings, assessments, SEN reviews, new parents and intake, transition arrangements, curriculum evenings, Harvest/Christmas/Easter celebrations, concerts, visits and residentials, sports day, leavers assembly …. |
| **October** | Autumn Census (October)**Staff performance**Teacher performance management (consider whether best to complete HTPM before or after teachers PM)Finance committee to confirm teacher performance management/payTA performance management**Governors**Write heads report for governorsFull governors meeting (Usually included in suggested agenda: Election of Chair, committee structure, membership and terms of reference, school performance & setting targets and evaluating school performance, performance management annual report and policy review, review of admissions policy for aided and foundation schools, dates for next 12 months)**SEND**Information report updatedReview & update SEND offerUpdate SEND overview and provision mapSENDCo to update one page profiles Review and update provision maps Update PCPs (teachers with SENDCo support)Update wave 2 & 3 intervention (teachers to timetable)Parent and pupil voice activities**Health and Safety**Health & safety audit – with governorHealth and safety action plan review Check all risk assessment for H&S are up to date/ reviewed**School events**Harvest festivalCheck swimming arrangements  |
| **November/December** | **Assessment** Test weekAssessment data analysed and recorded on school assessment systemPupil progress meetingsMeet with year 6 teacher to consider interventions / booster groups / targetsParent’s eveningASP final version released (update SEF) **Monitoring**SIA VisitSubject leaders/work scrutiny/learning walks/data**Finances**Budget monitoring meeting with finance officer**Governors**Headteacher Performance Management completed by the end of term**Safeguarding**Complete Section 11 self-evaluation audit (annual for overall procedures with sampling by LA)Complete Section 9 case file audit (termly for individual children with sampling by LA)**School events**Remembrance assemblyChristmas events (Fayre, plays …)**Holidays**Check boiler is on holiday modeIdentify key holders and contacts for holiday |
| **January** | Spring Census (January)**Safeguarding**Review single central record**School Improvement**Update and review SDP for the previous term to feed into governors meetingCheck school website**Assessment**SAT meeting for parents, letter to parents Apply for access arrangements for SATsConfirm pupil registration **Review Policies due for update**Review and update provision maps **Health & Safety** Annual PAT testing (date varies for different schools)Ensure indoor and outdoor play equipment is serviced annually |
| **February** | **Staff**Performance management mid-year appraisals**Monitoring**Subject leaders/work scrutiny/learning walks/data …Monitoring of behaviour Monitor provision maps Pupil progress meetingParent’s evening**Finances**Monitor applications for Reception start for SeptemberComplete SFVS (not compulsory for academies) – Deadline usually March **Governors**Write heads report for governorsGovernor committee meetingsFull governors meeting (often includes arrangements for the preparation of budget plan, admission arrangements, racist incidents)Ensure details on GIAS is up to date**Site**Fire drill and logAnnual fire equipment checks Annual H&S monitoring checklist to be completed**School events**Comic reliefWorld book day |
| **March/April** | **Assessment** Meet with Year 6 teacher to consider interventions / booster groups / targetsPupil progress meetingsPrepare SAT timetable, staff training and any access arrangements**Monitoring**SIA visit**Health & Safety** Fire risk assessment (completed annually)Fire plan (update if required)**Finances**Complete and submit SFVS & dashboardOutturn budgets for the new financial year issued to schools along with future year indicative budgetsPreparation of detailed budget plan for the new financial year (with finance officer)Audit of school fundsCheck finances against bench marking toolEaster events**Holidays**Check boiler is on holiday mode/offIdentify key holders and contacts for holiday |
| **May** | Summer Census (May)**School Improvement**Update and review SDP **Assessment** KS1 test periodKS2 SAT weekWhole school test weekAssessment data analysed and recorded on school assessment system**Health and Safety**Monitor the condition of the buildingFire drill and logH&S inspection |
| **June** | **Class structures, transition and moving up days**Plan for any adjustments to staffing and classes for next year (including TA timetables and rotas)Plan assessment points and pupil review meetings for next academic yearPrepare new parent’s meeting for reception childrenPrepare taster day for new intakeCoordinate with secondary feeder schools transition days and moving up days Letter to go home before moving up day**Assessment**Release time for year 6 teacher for writing assessmentsPhonics check completedPhonics letters written to parents for pupils who did not achieve the standardMultiplication tables check completedCheck and analyse KS1, KS2 and EYFS data before being submittedPrepare data evaluation report for governorsPupil progress meetings informed by assessmentsHeadteacher declarations signed off**Reports**Read, comment and sign reportsSummer reports send outSex education letter to year 5 & 6 for consent (maybe earlier in year aligned to RSE requirements)**School Improvement**Evaluate SDP and plan priorities. Working with staff and governors for their input.**Governors**Write heads report for governorsGovernor committee meetingsFull governors meeting (approve budget plan, prospectus)**School events**Residential trips and visits – check risk assessments and educational visits requirementsSports DaySMT meeting update on budget, school organisation, staffing, roles and responsibilities …Begin preparation for school development plan and SEF in light of end of year tests**Policies and website**Recovery & Pupil Premium evaluation and consider plan for next year Update sports funding evaluation and plan for next year (upload onto website by end of term)Governor’s attendance for the year upload onto websiteReview policies due for updateReview single central record |
| **July** | **School events**LeaversEnd of year celebrationsStaff social**School Improvement**Draft a new school development planDraft updated SEFPupil safeguarding information forwarded to secondary schoolLeaving staff - exit meetingLetter of thanks (PTA, volunteers, staff, parents …)**Holidays**Check boiler is on holiday mode/offIdentify key holders and contacts for holidayEnsure any contractors working in the building over the summer have access and emergency contact informationIdentify key holders for holiday |