**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 etc  Plan PD Day – including safeguarding, operational plans, child protection and associated policies  Review safeguarding policy and KCSIE (LA provide updated template)  New staff induction  Check timetables & rotas are appropriate  Organise clubs and share dates for the term  Review SCR – invite governor  Review volunteer handbook/induction  EWO 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 scrutiny  Check 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/committees  Update website with statutory documents  Update pupil information forms including medical needs  Check CTFs for incoming pupils  Recovery & Pupil Premium spend and impact statement (upload to website)  Prospectus update  Check 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 committee  Monitoring current year expenditure and income against budget. Questioning variances and the impact on the overall budget position.  **Parents**  Home school agreements sent out and filed  Check all EpiPen’s, inhalers and medication are returned to school. Reminder in newsletter  **Site**  Emergency planning arrangements (Business Continuity Plan)  Fire drill and log  Check H&S routines and timetable a weekly site check  **Plan meetings dates and update school diary**  Governors – meet CoG to agree programme of meetings  PTA meeting to plan events and ways of working  SDG meeting - dates of meetings for the year  Parents evenings and reports  Headteacher performance management arrange dates  Staff performance management  School Council – elections and meeting dates  Holiday 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/pay  TA performance management  **Governors**  Write heads report for governors  Full 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 updated  Review & update SEND offer  Update SEND overview and provision map  SENDCo 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 governor  Health and safety action plan review  Check all risk assessment for H&S are up to date/ reviewed  **School events**  Harvest festival  Check swimming arrangements |
| **November/December** | **Assessment**  Test week  Assessment data analysed and recorded on school assessment system  Pupil progress meetings  Meet with year 6 teacher to consider interventions / booster groups / targets  Parent’s evening  ASP final version released (update SEF)  **Monitoring**  SIA Visit  Subject 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 assembly  Christmas events (Fayre, plays …)  **Holidays**  Check boiler is on holiday mode  Identify 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 meeting  Check school website  **Assessment**  SAT meeting for parents, letter to parents  Apply for access arrangements for SATs  Confirm 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 meeting  Parent’s evening  **Finances**  Monitor applications for Reception start for September  Complete SFVS (not compulsory for academies) – Deadline usually March  **Governors**  Write heads report for governors  Governor committee meetings  Full 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 log  Annual fire equipment checks  Annual H&S monitoring checklist to be completed  **School events**  Comic relief  World book day |
| **March/April** | **Assessment**  Meet with Year 6 teacher to consider interventions / booster groups / targets  Pupil progress meetings  Prepare 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 & dashboard  Outturn budgets for the new financial year issued to schools along with future year indicative budgets  Preparation of detailed budget plan for the new financial year (with finance officer)  Audit of school funds  Check finances against bench marking tool  Easter events  **Holidays**  Check boiler is on holiday mode/off  Identify key holders and contacts for holiday |
| **May** | Summer Census (May)  **School Improvement**  Update and review SDP  **Assessment**  KS1 test period  KS2 SAT week  Whole school test week  Assessment data analysed and recorded on school assessment system  **Health and Safety**  Monitor the condition of the building  Fire drill and log  H&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 year  Prepare new parent’s meeting for reception children  Prepare taster day for new intake  Coordinate 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 assessments  Phonics check completed  Phonics letters written to parents for pupils who did not achieve the standard  Multiplication tables check completed  Check and analyse KS1, KS2 and EYFS data before being submitted  Prepare data evaluation report for governors  Pupil progress meetings informed by assessments  Headteacher declarations signed off  **Reports**  Read, comment and sign reports  Summer reports send out  Sex 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 governors  Governor committee meetings  Full governors meeting (approve budget plan, prospectus)  **School events**  Residential trips and visits – check risk assessments and educational visits requirements  Sports Day  SMT 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 website  Review policies due for update  Review single central record |
| **July** | **School events**  Leavers  End of year celebrations  Staff social  **School Improvement**  Draft a new school development plan  Draft updated SEF  Pupil safeguarding information forwarded to secondary school  Leaving staff - exit meeting  Letter of thanks (PTA, volunteers, staff, parents …)  **Holidays**  Check boiler is on holiday mode/off  Identify key holders and contacts for holiday  Ensure any contractors working in the building over the summer have access and emergency contact information  Identify key holders for holiday |