

1 PREPARING FOR THE NEW SCHOOL YEAR

possible checklist areas end of school year

Overall area	What action needed	Dates
Pupil outcomes what has data shown throughout the year? identify successes identify continuing needs to support pupil outcomes		
Updating the SIP what done? what ongoing? new items? check review and evaluation opportunities embedded in 'normal' routines		
Readiness for the new school year staffing, timetabling, resources, premises, make ready the learning environment support services		
CPD needs review provision in current year, what is there still to do? what is needed to support SIP? when can CPD/INSET happen?		
Preparing updates check Safeguarding updates and plan communication to staff, check policy review cycle and update		
Well-being prepare for the 'overload' feeling - share start of year plans with staff, manage your well-being		
Other		



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