

End of Year 2023

A3

Documentation List

For Primary, Nursery and Special School
Administrative Staff

Flowchart for appropriate school phase

Summer Term Tasks:

- Document 01 - Before you Start
- Document 02 - Prepare for the New Year - Staff Info
- Document 03 - Creating the New Academic Year
- Document 04 - Prepare for the New Year Students - Pri
- Document 07 - Attendance
- Document 08 - Dinner Money Housekeeping Routines
- Document 09 - Prepare for the SWC

Autumn Term Tasks:

- Document 10 - September Tasks
- Document 11 - September Tasks - Attendance
- Document 13 - September Tasks - Pupil Premium File Import Guide
- Document 14 - September Tasks – SIMS Data Compliance - GDPR
and Pupil Bulk Data Deletion
- Document 15 – SIMS Data Compliance

Note: Please note there are no books 05, 06 or 12 as these are
Secondary School phase books only.

Appendices:

- Appendices - A1 - Date of Birth Age Ranges
- Appendices - A2 - Warwickshire Term Dates
- Appendices - A3 - Documentation List