

End of Year 2023

A3

Documentation List

For Secondary 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 - Sec
- Document 05 - Timetable & Curriculum
- Document 06 - Dealing with New Reg Group Lists - Sec
- Document 07 - Attendance
- Document 08 - Dinner Money Housekeeping Routines (Not Secondary)
- Document 09 - Prepare for the SWC

Autumn Term Tasks:

- Document 10 - September Tasks
- Document 11 - September Tasks - Attendance
- Document 12 - September Tasks - Setting Up Lesson Monitor
- 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

Appendices:

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