

Term Readiness Checklist

Everything to confirm before a new term begins, grouped by area of the school.

FACILITIES & SAFETY

- ☐ Classrooms cleaned and set up
- ☐ Safety / fire equipment checked
- ☐ First-aid supplies restocked
- ☐ Signage and notice boards updated

STAFFING

- ☐ All roles filled and contracts signed
- ☐ Timetables and duty rosters published
- ☐ New staff onboarded and inducted
- ☐ Safeguarding / training up to date

CURRICULUM & CLASSROOM

- ☐ Schemes of work / lesson plans ready
- ☐ Textbooks and materials ordered
- ☐ Class lists finalized
- ☐ Assessment calendar set

COMMUNICATION

- ☐ Term calendar shared with families
- ☐ Welcome message / newsletter sent
- ☐ Parent portal / contacts updated
- ☐ Fee schedule and invoices issued

SYSTEMS

- ☐ Student records updated for new year
- ☐ Attendance system ready
- ☐ Payment / billing set up for the term
- ☐ Access and logins provisioned