**Headteacher Handover Checklist** 

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| --- | --- |
| **School name:**  |   |
| **School address:**      |   |
| **School telephone number:**  |   |
| **School DfE Number:**  |   |
| **School URN:**  |   |
| **Previous / interim headteacher:**  |   |
| **SLT:**     |   |
| **Secretary/** **Business Manager:**  |   |
| **Chair of Governors:**  |   |
| **Deputy/Vice Chair:**   |   |
| **Clerk to Governors:**  |   |
| **Caretaker:**   |   |
| **LA Link Adviser:**  |   |
| **LA Link Adviser tel no.:**  |   |
| **LA Link Adviser email:**   |   |
| **Link Diocese Adviser:**  |   |
| **Link Diocese Adviser tel no.:**  |   |
| **Link Diocese Adviser email:**  |   |

| **Where to find the following documents**   | **Person Responsible**  | **Date of Revision**  | **Where located** **File or folder name**  |
| --- | --- | --- | --- |
| Vision/mission statement/Aims & objectives  |   |   |   |
| School evaluation document (SED)  |   |   |   |
| School Improvement / Development Plan (may be part of the SED)  |   |   |   |
| Diocesan self-evaluation document – if relevant  |   |   |   |
| Annual parent survey  |   |   |   |
| Annual pupil survey  |   |   |   |
| Annual staff survey |  |  |  |
| Ofsted report and  Ofsted Action Plan  *(if applicable)*  |   |   |   |
| Responses to any qualifying complaint received since the last Ofsted inspection which show how it was resolved  |   |   |   |
| Church inspection report  *(If appropriate)*  |   |   |   |
| School Prospectus     |   |   |   |
| Staff Responsibilities/Job Descriptions/Contracts of Employment/Performance Management targets  |   |   |   |
| School Budget Plan Monthly Monitoring Returns Projected Developments Date of last audit  |   |   |   |
| SVFS Self-Evaluation, date of last evaluation  |   |   |   |
| Minutes of staff and Senior Leadership Teams meetings   |   |   |   |
| Names and addresses of all staff and governors  |   |   |   |
| Governor Meeting Minutes Headteacher’s Report to Governing Body  |   |   |   |
| School improvement service level agreement  |   |   |   |
| HR services provider – names/contact details - service level agreement (SLA) HR policies and procedures – Services2Schools link? |   |   |   |
| GDPR – name/contact details  |   |   |   |
| Legal provider or service level agreement  |   |   |   |
| External financial provider  (if appropriate)  |   |   |   |
| Voluntary Fund (or similar) Name of auditor and date of last audit  |   |   |   |
| Single central record   |   |   |   |
| Health and Safety Risk Assessments  |   |   |   |
| PTA (or similar) Constitution (if appropriate)  |   |   |   |
| Logbook    |   |   |   |
| Website company or staff responsible for updating school’s website |   |   |   |

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| **Documents**   | **Person responsible**  | **Where located**  |
| ASP access code  |   |   |
| Results: EYFS  |   |   |
| Results: Year 1 phonics  |   |   |
| Results: KS1 SATs / KS 4  |   |   |
| Results: KS2 SATs / KS 5  |   |   |
| Results: CAT tests or similar *(if appropriate)*  |   |   |
| Pupils’ progress tracking  |   |   |
| Attainment on entry data  |   |   |
| Moderation partners for outcomes for primary  |   |   |
| Pupil Files EHC plans / Provision Mapping or similar  |   |   |
| Notes of visits and any LA reports  |   |   |
| KS2 / 3 Transition arrangements  |   |   |

| **Documents**   | **Person responsible**  | **Date of revision**  | **Where located**  |
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| Administering Drugs & Medication Policy    |   |   |   |
| Admission Policy     |   |   |   |
| Attendance Policy   |   |   |   |
| Assessment/Recording/ Reporting Policy   |   |   |   |
| Behaviour & Discipline Policy   |   |   |   |
| Charging Policy     |   |   |   |
| Child Protection Procedure  and File  |   |   |   |
| Safeguarding Policy   |   |   |   |
| CP / Safeguarding training records  |   |   |   |
| Collective Worship Policy  |   |   |   |
| Complaints Policy  |   |   |   |
| Curriculum Complaints Procedure  |   |   |   |
| Curriculum Statement  |   |   |   |
| Disability Access Policy  |   |   |   |
| Drugs Policy  |   |   |   |
| Early Years Policy  |   |   |   |
| Equal Opportunities Policy    |   |   |   |
| Finance Policy  |   |   |   |
| General Complaints Procedure    |   |   |   |
| Prevent training  |   |   |   |
| Independent advice and guidance secondary schools, outlining how providers of technical education and apprenticeships can access their students  |   |   |   |
| Racial Incident Policy    |   |   |   |
| Risk assessments  |   |   |   |
| Health & Safety Policy  |   |   |   |
| Whistleblowing Policy  |   |   |   |

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| **CODES FOR ACCESS** **If possible say where the password book is kept.  If user names and passwords are put on this document, please restrict the circulation.**  |
| **Documents**   | **Person responsible**  | **Where located**   | **Username**   | **Password**  |
| Bank Accounts PTA Fund  |   |   |   |   |
| Bank Mandate  |   |   |   |   |
| Door Codes Fire Alarm code *(if required)*  |   |   |   |   |
| Established passwords for access to internal information  |   |   |   |   |
| Established passwords for external information  |   |   |   |   |
| On- Line Access Codes: (please list any) Eg. NCA Tools website  |   |   |   |   |
| SVFS Self Evaluation log in and password.    |   |   |   |   |