**Headteacher Handover Checklist** Logo

Description automatically generated

|  |  |
| --- | --- |
| **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** |
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| 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. |  |  |  |  |