

Top Tips to be prepared for the new academic year

Now is the time to be thinking about getting ready for September before the holidays start. Follow these top tips to ensure you are ready!

1

Look through the new Development Matters and Birth to Five Matters advice documents in preparation for the new EYFS

2

Ensure your website and social media accounts are up to date



3

Put together a marketing plan for the year ahead so that you are not running around at the last minute

4

School leavers will be looking for jobs after their August exam results so start advertising your vacancies

5

Review your policies and procedures - looking out for updated industry guidance

6

Use any 'down time' in the summer holidays for minor refurbishments



7

Make sure you get your orders in early for stock to avoid disappointment

8

Plan your CPD training schedule for you and your team

9

Update your calendar with awareness days and add your staff and statutory holidays

10

Check all fire and first aid equipment - and replace as necessary

11

Replace any lost or damaged books and revamp your display boards

12

Clear your outside space - how about creating a vegetable garden or a nature corner?

13

Rename or relabel pegs or lockers with new student names



15th July