

Induction for new headteachers

Checklist for familiarisation with your school and local authority

This checklist has been compiled from a number of sources as an aide memoir to help you to locate some of the key information you will need in familiarising yourself with your school and local authority.

Where there is a tick in the 'in handbook' column this indicates that you will find some information within the headteacher induction handbook. Where there is a tick in the EGfL column, this indicates that there is information on the Ealing Grid for Learning website: www.egfl.org.uk

Pre-appointment – you should have received: an introductory letter from your chair of Governors, job description and person spec, extracts from OFSTED report, school prospectus, School Improvement Plan.
Post-appointment – you should have received a letter, contract, associated enquiry forms, induction handbook, EGfL username and password.

	Some info or guidance available in the handbook	Some info or guidance available on EGfL	Notes: location of information on www.egfl.org.uk
Local authority information and sources of support			
Ealing Council and Children's Service structure and contacts	✓	✓	EGfL: orange 'Contacts' tab
Ealing Council website www.ealing.gov.uk	✓		
Ealing Grid for Learning (EGfL) www.egfl.org.uk	✓		
EGfL username and password	✓	✓	EGfL: purple tab 'Highly Intelligent Person's Guide'
Advice and support structures and arrangements in the LA	✓	✓	
Advice and support time allocations and key contacts for your school	✓		
Critical incident manual	✓	✓	EGfL: 'school safety and site management'
Headteacher meeting structure	✓	✓	EGfL: right hand side link 'school and local authority meetings'
Key contacts in the LA, schools service, children and families (social care), council	✓	✓	EGfL: orange 'Contacts' tab
SACRE	✓	✓	EGfL: www.egfl.org.uk/religion
LA policy and guidance documents	✓	✓	Many plans and policies and models available on EGfL
Arrangements and contacts for buildings issues	✓	✓	EGfL: 'school safety and site management'
Ealing schools list	✓	✓	EGfL: orange 'Contacts' tab
New headteacher induction programme and dates	✓		
Ealing local information (parks, amenities, places to eat)	✓		
School data and performance			
School prospectus and school profile			
School website		✓	Links to other school websites on EGfL: orange 'Contacts' tab
School policy documents			

	Some info or guidance available in the handbook	Some info or guidance available on EGfL	Notes
School data and performance (Cont...)			
Local context of the school – drive around the neighbourhood, awareness of issues and resources			
Financial information, last year's outturn figures/budget planning processes		✓	Some on EGfL under funding
Regular data collection forms and guidance		✓	Under data collection
School improvement			
Targets for literacy, maths, attendance etc			
Latest self-evaluation form			
RAISEonline		✓	User guides on EGfL, contact enquiries@ofsted.gov.uk for log in details
Autumn package, PANDA etc			
School to school website (S2S)		✓	
Most recent OFSTED report and progress on the action plan			
Systems to support school improvement and self-evaluation		✓	EGfL: 'school leadership and improvement'
Individual school data		✓	On EGfL under school reports
Health, safety and emergencies		H & S handbook available on EGfL	
School safe scheme	✓	✓	EGfL: 'school safety' > select 'safeguarding'
Bomb threat			
Fire			
Emergency contacts	✓	✓	EGfL: 'school safety'
Council emergency contacts	✓	✓	EGfL: 'school safety'
Contacts water and power		✓	EGfL: 'school safety'
Permission to close school			
Exclusion procedures		✓	EGfL: 'Behaviour and attendance'
First aid and emergency procedures		✓	EGfL: 'school safety'
Dealing with accidents – children and adults		✓	EGfL: 'school safety'
Fire drill procedures		✓	EGfL: 'school safety'
School trip and visit arrangements		✓	Code of practice, handbook and risk assessment in school and on EGfL
Children at risk	✓	✓	EGfL: 'school safety' > select 'safeguarding'
Safeguarding / child protection	✓	✓	Contacts in handbook
Procedures / contacts	✓	✓	
CAF (Common Assessment Framework)		✓	EGfL: 'pupil health and wellbeing'
Children looked after by the local authority	✓	✓	Contacts in handbook. EGfL: 'Teaching and learning' > select 'Inclusion'.

	Some info or guidance available in the handbook	Some info or guidance available on EGfL	Notes
Health, safety and emergencies (Cont...)			H & S handbook available on EGfL
Children with pastoral support plans / medical plans			
Children with court orders			
Employee counselling service	✓	✓	Carefirst service buy-in contacts
Data protection / freedom of information		✓	EGfL: 'data and finance' > select 'data collection'
Staff at risk (allergies, epilepsy, on-going medical conditions)			
Safer recruitment, criminal records check procedures	✓	✓	EGfL: 'human resources' > select 'recruitment'
Allegation issues – procedures flowchart	✓	✓	EGfL: 'pupil health' > select 'safeguarding'
Visitors (access to premises / badges / signing in)		✓	EGfL: 'school safety'
General information and procedures – in school			
Site tour with caretaker			
Calendar of school meetings			
Historical background, catchment area, demography			
Insurance, travel	✓	✓	EGfL: 'school safety' > select 'building' - School trips guidance
Links with parents, similar schools			
FE, industry etc			
Plans of the school: internal / external			
School Mission Statement, Aims and Objectives			
School organisation: school hours, playtime(s) etc			
School entrance and car parking			
School holiday dates, occasional days, training days	✓	✓	EGfL: 'key dates'
Timetable / teaching and directed time		✓	EGfL: 'human resources' > select 'workforce remodelling'
Links to partner schools, local business, community, specific projects			
Extended school services partnership group and contact	✓	✓	EGfL: www.egfl.org.uk/extendedschools
Primary quadrant group contact	✓	✓	EGfL: 'school and LA meetings' > select 'school quadrant meetings'
High school heads' meeting contact	✓		
Involvement in national and local initiatives (Children and Young People's Plan activities or QCA / NFER trials etc)			
Parents			
Partnership agreement			
Consultation arrangements			

	Some info or guidance available in the handbook	Some info or guidance available on EGfL	Notes
Parents (Cont...)			
Friends / PTA / parents' group / class representatives etc			
Dealing with parental concerns and complaints		✓	
Staff		HR / Personnel section on EGfL	
Personnel handbook		✓	EGfL: 'HR and workforce development'
Communications: staff briefing, notice board, minutes, agendas, newsletter, day book etc			
Induction: policy, procedures, school-based programme, NQT induction		✓	EGfL: 'HR and workforce development'
Resources			
Salaries			
Pay structures			
Special responsibilities			
Performance management – teachers – policy, procedures and timetable	✓	✓	EGfL: 'HR and workforce development'
Performance management – support staff – policy, procedures and timetable		✓	EGfL: 'HR and workforce development'
Staff development: policy, procedures, school-based programme		✓	EGfL: 'career and professional development'
Staff INSET programme			
CPD leadership structure / model for whole school staff		✓	EGfL: 'career and professional development' and http://www.egfl.org.uk/ebic
Ealing central training programme	✓	✓	EGfL: 'training' > select 'central training'
Staff dress			
Staff duties			
Management of absence procedure		✓	EGfL: 'HR and workforce development'
Staff library			
Generic job descriptions for teachers and support staff		✓	EGfL: 'HR and workforce development'
Staff list (teaching), structure, roles and responsibilities			
Staff list (support / associate staff, SMSAs, welfare, LSAs, caretakers, administrators), structures, roles and responsibilities			
Staff personal details, home mobile phone numbers / email addresses			
Staffroom			
Supply teacher list, contact numbers, agency contact details (Ealing Teaching Personnel Gateway)			
Tutors etc (list, contact numbers)			

Volunteer helpers (list, contact numbers)			
	Some info or guidance available in the handbook	Some info or guidance available on EGfL	Notes
Governing body			
Chair of governors			
Governing body membership list (including responsibilities – SEN; literacy; numeracy; child protection; looked after children sex, relationships and teenage pregnancy)			Regular updates provided by school workforce and governance team, Ealing LA governors are political appointments
Guide to the law for school governors		✓	EGfL: 'school governance' > select 'support for governors/essential docs'
www.governornet.co.uk			
Committees (finance, staffing, curriculum, premises)		✓	EGfL: 'school governance' > select 'committees'
Terms of reference for each committee			
Full governing body meeting dates and committee dates			
Guidance on running effective governing body minutes			EGfL: 'school governance' > select 'support for clerks'
Staff governors (including headteacher)		✓	EGfL: 'school governance' > select 'support for governors'
Guidance on full school year governing body agendas		✓	EGfL: 'school governance' > select 'clerks' > Termly guidance notes
Governor training			EGfL: 'school governance' > select 'support for governors'
Director's report to governors (termly)		✓	EGfL: 'school governance' > select 'director's report'
Previous headteacher's report to governors		✓	CPD online: www.ealingcpd.org.uk
Pupils			
Admissions and term time pupil transfer		✓	EGfL: www.egfl.org.uk/admissions
Accident procedures			
Arrangements for class groupings			
Assemblies			
Absence reporting			
Children's forum / consultation mechanisms			
Child protection / safeguarding	✓	✓	EGfL: 'pupil health' > select 'safeguarding'
Classroom expectation			
Cloakroom			
Homework			
Lost property			
Medicals			
Medical room			
Out of class: playground / playtime			
Register and attendance procedures			

Rewards and sanctions			
Rules			
	Some info or guidance available in the handbook	Some info or guidance available on EGfL	Notes
Pupils (cont...)			
School library			
School meals		✓	EGfL: 'school safety' > select 'catering and food'
School outings and journeys		✓	EGfL: 'school safety' > select 'emergency planning' > 'educational visits'
Sixth form			
Special needs		✓	EGfL: special educational needs – 'teaching' > select 'inclusion'
Wet day procedures (playtimes / lunchtimes)			
Required policies and documentation			
Accessibility plan			
Admissions policy (VA and foundation schools)			
Attendance targets			
Charging and remissions policy			
Child protection policy			
Collective worship			
Complaints policy – general		✓	
Curriculum policy			
Freedom of information act publication scheme			
Governors' allowances scheme (if GB has agreed to pay)			
Health and safety policy		✓	EGfL: 'health and safety' > select 'health and safety handbook'
Home – school agreement			
Instrument of government			
Performance management policy		✓	EGfL: 'human resources' > select 'performance management'
Pupil discipline including anti-bullying policy		✓	EGfL: 'behaviour and attendance' > select 'anti-bullying' Reporting procedures in Director's report to governors spring 09
Prospectus			
Race equality policy		✓	EGfL: 'teaching and learning' > 'inclusion' > 'race equality'
Disability equality scheme		✓	EGfL: 'teaching and learning' > 'inclusion' > 'disability equality'
Gender equality scheme		✓	EGfL: 'teaching and learning' > 'inclusion' > 'gender equality'
Register of business interests		✓	EGfL: 'school governance'
Register of pupils / attendance			
Risk assessments, school visits / off-site activities policy and procedures		✓	Guidance / COP on EGfL: 'school safety' > 'health and safety' and

			'emergency planning'
	Some info or guidance available in the handbook	Some info or guidance available on EGfL	Notes
Required policies and documentation (cont...)			
School companies (where a company is established)			
School profile			
Special education needs policy		✓	EGfL: special educational needs – 'teaching' > select 'inclusion'
Sex education policy		✓	EGfL: 'pupil health' > select 'sex and relationship education'
Staff capability, medical capability, discipline and grievance procedures			
Target setting – end of key stage			
Whole school pay policy			
Code of conduct / whistle blowing policy			
Staff governor election guidance		✓	EGfL: 'governance'
Parent governor election guidance		✓	EGfL: 'governance'
Additional policies and documentation			
Assessment policy and guidelines			
Behaviour policy and procedures			
Bilingual learners: support structures			
Classroom organisation and display; guidelines			
Curriculum guidelines			
Curriculum policies			
Homework policy and procedures			
Records			
Reports			
School development / improvement plan			
Teaching and learning policy			