

## **The Handover.**

When leaving the school as a (deputy) head teacher, you be required to start a process of leaving relevant data and documentation for your successor and the school to continue its good practices and build on from there. The process is most important for the school and will take between two to four months. Help and guidance can be found in the examples posted on the WCL website and through talking to the consultants. You will have spent a great deal of your time and energy in getting the school to where it is now so it is worth committing time to ensuring that the new person coming into the school is in a position to continue building on what you have achieved rather than having to start from the very beginning.

The most valuable experience may be a pre-visit to the school. If the new member of staff is able to visit the school it is important that they get to experience the school in action. In order to allow them to get a real feel of the school you should ensure that they get to work with the children, staff and stake-holders.

The handover is split up in three areas:

- The vision of the school
- The most important procedures
- The data

### **Vision of the school**

Make sure you collect, save and share:

- IPC self review documentation and evidence.
- Learning policy and teaching for learning policy. Not just the documents but audio-visual evidence.
- Mission and vision statements. Again backed up by audio-visual evidence. Include shared outcomes and key behaviours: honesty, integrity and respect.
- Term three reports including learning focused questionnaire results and related actions, School Improvement Plans, School Development Plans.
- Video of learning focused visits classrooms.
- Photo/video of learning focused displays and meetings.
- All learning focused communication (including newsletters, parent information, website address).
- Assessment data of learning, A4L, evidence of use of assessment to target learning.

You should establish a learning focused buddy system for the first few weeks of their tenure.

### **The most important procedures.**

There are many aspects of the school that you feel any new member of staff should be aware of. However, it is essential that the following areas are shared.

- Procedures for the appointment of new staff.

- Ongoing recruitment procedures.
- Induction of new parents meeting.
- First day/week at school procedure staff/children.
- HSSE procedures.
- Company procedures, relevant to school.
- School board meetings.

### **The data:**

Make sure you collect, save and share:

- Admission information, records and policies
- After school activity information
- All staff job descriptions, including roles and responsibilities
- Appraisal documents, IPF/ Classroom observation records.
- Board meeting dates and minutes from previous meetings
- Calendar of events
- Cleaners/caretaker – contact details times in school
- Communication: when is the school sending out what to whom and how.
- Contact details: staff; parents, supply teachers, cleaners, secretary, PTA, board members, company, other schools, regional/national relevant ones, community, school support, contractors etc.
- Child Protection information and any ‘must knows’ of the first week re children.
- Company ‘must knows’
- Critical Incident Information
- Curriculum Plans
- Data protection details and procedures
- Detailed map of the school.
- Emergency evacuation details
- Entry procedures (very likely that in the first day new parents may arrive – you need to know what to do)
- Financial information including background information, updates and future plans
- First Aid arrangements
- Latest review/inspection/consultancy reports
- Last Parental Survey
- Lunchtime arrangements
- Outcomes regarding strategic decisions and/or major expenditure
- Point of contact: (person who also knows where to find all this information and is available during first weeks?)
- Policy documents
- Processing of orders: finalized for upcoming year and procedural outlines.
- Professional Development documents and planning
- Records: children, staff employment, DBS, parent contact details etc.
- School day sessions and times
- School Improvement Plan

- School Newsletters
- School Prospectus
- Security passwords and codes (computers, fire alarm systems etc)
- Self-Evaluation / Termly Reports
- Set of labeled keys
- Staff handbook – parent handbook
- Supply teachers' arrangements.
- Timetables & duties

## **Receiving a handover.**

The new head teacher coming in should be aware that apart from the business and personal side of things and arrangements, there is a recommended focus in the first weeks in school (or pre visit if so arranged). The recommended focus and activities include:

- Talking to children.
- Talking to all staff.
- Talking to parents.
- HSSE familiarisation.
- Studying the history and context of school.
- Reading documents before start of school year.
- Be visible; get known.
- Talk with company/board/line.

Make sure that you receive all the information contained in the Handover Information above.

Additional help and guidance can be found through talking to the ImEd consultants.