Early years year planner 2018-19

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| **Half term** | **Tasks** | **Notes** |
| **Half term 1** | * First day of the academic year – staff training.
* Yearly check and sign [policies](http://my.optimus-education.com/school-model-policy-templates-meet-your-legal-requirements) ensuring all information is up to date.
* Yearly check and sign [risk assessments](http://my.optimus-education.com/risk-register-template).
* Update staff on policies and procedures, any updates on Ofsted, safeguarding and so on.
* Staff to sign ‘[keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)’ and ‘[childcare disqualification form](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)’.
* Update self-evaluation form (SEF) for any changes.
* Write development plan and share with staff team.
* Organise [staff training](http://my.optimus-education.com/training/eyfs-bite-size-training) for the academic year.
* Complete home visits and settling in visits for all new children registered in term 6.
* Next steps and starting points organised for new children from term 6 paperwork
* Review setting based support plans/children’s individual plans and write new ones as required.
* Have a list of spaces available for families showing interest in term 1.
* Contact schools to see [how Reception children have settled](http://my.optimus-education.com/high-quality-transition-early-years-year-1-fundamental-principles) and/or visit children at school.
* Early years educational entitlement (EYEE) parental agreement forms and [early years pupil premium (EYPP) forms to be completed](http://my.optimus-education.com/early-years-pupil-premium-getting-parents-board).
* Complete online headcount for EYEE.
* Complete budget with the estimated EYEE amount from headcount, taking into account 30 hour free childcare for working parents and the impact this may have on your budget.
* Remind those parents who may need to re-apply for their 30 hour voucher code.
* Sign off last year’s [staff appraisals](http://my.optimus-education.com/appraisal-conversations-advice-appraisers) and complete new ones.
* Set dates for staff supervisions.
* Complete data tracking from parental assessment of children (starting points).
* Complete any [27 month assessments](http://my.optimus-education.com/preparing-two-year-old-progress-check-meeting-parents).
* Send letter to parents to plan celebrations and festivals for the year.
* Set inset dates for the year.
* Complete newsletter and send out to parents.
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| **Half term 2** | * Add relevant festivals/celebrations from parent feedback to calendar.
* Change estimated amount in budget to actual from EYEE.
* Update data tracking from [learning journey](https://www.earlylearninghq.org.uk/earlylearninghq-blog/what-is-a-learning-journey/) summary.
* [Analyse data](http://my.optimus-education.com/progress-and-reflective-systems-early-years) and look at priorities for the children’s learning.
* Note children receiving EYPP. From the data analyse how money is best spent and [record this in writing](http://my.optimus-education.com/pupil-premium-templates-your-website).
* Complete late starter forms for EYEE children (unless funded monthly).
* Check waiting list for January, fill spaces and contact parents offering days and times available.
* Contact school to see how late starter reception children have settled/ visit children at school.
* Review and update setting based support plans.
* All year settings to send letters out to full year families to organise children’s numbers over Christmas period. Adjust budget accordingly.
* Organise opening and closing times over Christmas.
* Rehearse Christmas concert.
* Arrange parents evening.
* [Invite new families in with children](http://my.optimus-education.com/parental-engagement-early-years-checklist-and-guidance) – give them administration form, contract etc. to complete.
* Prepare all paperwork (e.g. learning journeys, pegs) for children starting in term 3.
* Arrange new starters home visits and settling in visits.
* Look at spaces available for each age group; adjust waiting list accordingly.
* Adjust register from September for children changing ages and funding entitlement.
* Organise staff training.
* Update budget for any staff changes, resources bought and so on.
* Complete any 27 month assessments.
* Attend moderation meeting/moderate with colleagues. Keep evidence for Ofsted etc.
* Hand out annual leave request forms for full year staff to complete for coming year.
* Complete newsletter and send out to parents.
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| **Half term 3** | * Settling visits for all new children registered in term 2.
* Next steps and starting points organised for new children from term 2 paperwork.
* Have a list of spaces available for families showing interest in term 3.
* Remind those parents who may need to re-apply for their 30 hour voucher code.
* EYEE parental agreement forms and EYPP forms to be completed.
* Complete online headcount for EYEE.
* Complete budget with the estimated EYEE amount from headcount.
* Complete data tracking from parents’ information.
* Track EYPP children and money received.
* Attend moderation meetings or arrange these meetings with your school.
* Ensure mid-year appraisal reviews with staff are completed.
* Review/update setting based support plans.
* Arrange mid-year parent evening.
* Complete any 27 month assessments.
* Check all resources and order accordingly.
* Re-check and sign risk assessments.
* Organised new year’s annual leave for full year staff.
* Complete newsletter and send out to parents.
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| **Half term 4** | * Change estimated amount in budget to actual from EYEE.
* Continue to look at [progress of the budget](http://my.optimus-education.com/budget-review-7-step-guide-and-checklists).
* Update data tracking from learning journey summary.
* Analyse data and look at priorities for the children’s learning.
* Note any additional children receiving EYPP.
* Complete late starter forms for EYEE children.
* Adjust register from March for children changing ages and funding.
* Complete appropriate paperwork and forms, including improvement that maybe required by the EYEE team.
* Check spaces available for the April intake.
* Invite new families in with children; give them contracts etc. to complete.
* Prepare all paperwork (e.g. learning journeys, pegs) for children starting in term 5.
* Complete any 27 month assessments.
* Review setting based support plans.
* Complete newsletter and send out to parents.
* Attend moderation meeting/moderate with colleagues. Keep evidence for Ofsted etc.
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| **Half term 5** | * Evaluate development plan and look at development plan for coming year.
* Settling in visits for all new children registered in term 4.
* Next steps and starting points organised for new children from term 4 paperwork.
* EYEE parental agreement forms and EYPP forms to be completed.
* Complete online headcount for EYEE.
* Complete budget with the estimated EYEE amount from headcount.
* Complete data tracking from parents’ information.
* Ensure [transition activities](http://my.optimus-education.com/transition-foundation-stage-key-stage-1) are in progress.
* Consult with Reception teachers for September intake.
* Look at transition paperwork
* Complete any 27 month assessments
* Review setting based support plans.
* Complete newsletter and send out to parents.
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| **Half term 6** | * Complete any 27 month assessments.
* Remind those parents who may need to re-apply for their 30 hour voucher code.
* Fully complete assessment and transition paperwork.
* Final data analysis.
* Complete early years pupil premium data looking at money received, how it was spent and what was the impact for each child.
* Attend moderation meetings.
* All year settings to send letters out to full year families to organise children’s numbers over the summer holiday.
* Adjust budget for summer income and staffing.
* Organise opening and closing times over summer.
* Organise staff annual leave over summer holidays and arrange cover where necessary.
* Arrange final parents evening.
* Organise end of year party etc.
* Adjust register for September for children changing ages and funding.
* Look at spaces available for each age group for September.
* Work on September waiting list; contact all new families offering days and times available.
* Complete September 2019 budget based on the numbers on new term 1 register.
* Invite new families in with children – give them paper work to complete.
* Organise key person for each child starting in term 1 (September).
* Prepare all paperwork (e.g. learning journeys, pegs) for children starting in term 1.
* Order resources ready for term 1.
* Finalise end of year budget and plan for new financial year.
* Look at 30 hour impact – make adjustments to offer if required.
* Review setting based support plans for September.
* Ensure [induction arrangements](http://my.optimus-education.com/induction-checklist-new-members-staff) are in place for any staff starting in September.
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