Early years year planner 2017-2018

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| **Half term** | **Tasks** | **Notes** |
| **Half term 1** | * Where possible, start the year with a day of staff training * Engage with your nearest Early Excellence Hub * Yearly check and sign [policies](http://my.optimus-education.com/school-model-policy-templates-meet-your-legal-requirements) * Yearly check and sign [risk assessments](http://my.optimus-education.com/assessing-risk-making-your-school-safer) * Staff meeting to brief on policies and procedures, update on Ofsted – [safeguarding](http://my.optimus-education.com/training/safeguarding-whole-school-programme) etc. * Update SEF for any changes * Write development plan and share with wider team * Organise [staff training](http://my.optimus-education.com/training/eyfs-bite-size-training) * 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 * Set up new and review old setting-based support plans * 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)/visit children at school * Complete online headcount for Early Years Entitlement (EYEE) * EYEE parental agreement forms and [EYPP](http://my.optimus-education.com/early-years-pupil-premium-getting-parents-board) forms to be completed * Complete budget with the estimated EYEE amount from headcount – considering 30 hours of 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 * Conduct [staff appraisals](http://my.optimus-education.com/managing-early-years-staff-performance) * Set dates for staff supervisions * Complete data tracking from parents assessment of children (starting points) * Complete any [two-year assessments](http://my.optimus-education.com/preparing-two-year-old-progress-check-meeting-parents) * Send letter to parents to plan celebrations/festivals for the year * Set Inset dates for the year * Compose newsletter and issue to parents |  |
| **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 Summary * [Analyse data](http://my.optimus-education.com/progress-and-reflective-systems-early-years) – look at priorities for the children’s learning * Note children receiving EYPP, and from the data [analyse how money is best spent](http://my.optimus-education.com/early-years-pupil-premium-evidencing-impact-interventions-and-engaging-parents) - put this in writing * Complete late starter forms for EYEE children * Check waiting list for January, fill spaces and contact parents offering days and times available * Contact school to see how late-starting Reception children have settled/visit children at school * Review/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/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, and adjust waiting list accordingly * Adjust register from September for children changing ages and funding entitlement * Organise staff training * Update budget for any staff changes or resources purchased * Complete any two-year assessments * Hand out annual leave request forms for full year staff to complete for coming year * Compose newsletter and issue to parents |  |
| **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 two-year assessments * Check all resources and order accordingly * Review and sign risk assessments * Organised new year’s annual leave for full year staff * Compose newsletter and issue to parents |  |
| **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 – 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 two-year assessments * Review/update setting-based support plans * Complete newsletter and send out to parents * May have Moderation meeting to attend/moderate with colleagues |  |
| **Half term 5** | * Evaluate development plan and look at development plan for coming year * Settling visits for all new children registered in Term 4 * Next steps and starting points organised for new children from Term 4 paperwork * Complete EYEE parental agreement forms and EYPP forms * Complete online headcount for EYEE * Complete budget with the estimated EYEE amount from headcount * Complete data tracking from parents’ information * [Work on school readiness with those children leaving in July](http://my.optimus-education.com/transition-foundation-stage-key-stage-1) * Consult with Reception teachers for September intake * Begin to look at ‘moving on’ paperwork * Complete any two-year assessments * Review/update setting-based support plans * Compose newsletter and issue to parents |  |
| **Half term 6** | * Complete any two-year assessments * Remind those parents who may need to re-apply for their 30-hour voucher code * Fully complete assessment and ‘moving on’ paperwork * Final analysis of data * Complete Early Years Pupil Premium data: look at money received, [how it was spent](http://my.optimus-education.com/early-years-pupil-premium-decision-chart) 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 /closing times over summer * Organise staff annual leave over summer holidays arrange cover where necessary * Arrange final parent 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 * Invite new families in with children – give them paperwork to complete * 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, and adjust offer if needed * Review/update setting-based support plans * for September |  |