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
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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 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
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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 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
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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 – 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
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| **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
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| **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
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