




New School Year Setup Preparation Checklist

No.	Information Required	
1.	Your school's Term and Holiday Dates for the Academic Year.	
2.	Inset Day Dates and any public holidays that fall within term time.	
3.	The Year Groups you will have.	
4.	Names of each Registration Form and who will be the Teacher for each class. Don't worry if you are still finalising staffing - the Setup can be completed without this information and you can enter this at a later date.	
5.	A list of students in each registration form e.g. Is one class changing to mixed classes and mixed age groups? Are mixed classes downsizing to one class?	
6.	Custom Groups - are any of this academic years' Custom Groups continuing into this next academic year?	
7.	Houses - If you use the Houses facility on Arbor will the same Houses be continuing in the next academic year? Have a list of your students and which House they will be in.	
8.	Do you know when your registers will be running? You will need at least morning and afternoon teaching session times to take statutory attendance.	
9.	If you use the Meals module you will need your meal sitting times. Will they remain the same or change?	
10.	Interventions - If you have been running any Intervention groups this year will these be continuing or repeating next year?	
11.	What assessments will you be running next year?	
12.	What detentions and internal exclusions will be running and when?	