

# Snowflake School Second Site Schedule of works

Task Name	Start Date	Due Date	Assigned To	Status	Done	Comments
<b>Pupils</b>					<input type="checkbox"/>	
<b>Transition</b>					<input type="checkbox"/>	
Primary transition programme	Thursday, August 13, 2020	Monday, August 17, 2020	Andrea	In Progress	<input type="checkbox"/>	Document to be shared with SLG once school starts
Contact families and share transition plans for November starting pupils	Monday, September 7, 2020	Wednesday, September 30, 2020	Assistant Heads	Not Started	<input type="checkbox"/>	Andrea Primary / Catherine Secondary
<b>Contact families and organise transition for September starting pupils</b>	Monday, August 24, 2020	Thursday, August 27, 2020	Supervisors	Not Started	<input type="checkbox"/>	Tara/Leah/Andrea
Check with supervisors as to who has been contact re pupils starting in September	Friday, August 21, 2020	Friday, August 21, 2020	Kerry	Not Started	<input type="checkbox"/>	
Pupil visit to crown street	Monday, October 19, 2020	Friday, October 23, 2020	Catherine	Not Started	<input type="checkbox"/>	The plans for the pupil visit to be shared with SLG and Fay
<b>Start dates</b>					<input type="checkbox"/>	
Existing pupils start at Crown Street	Monday, November 2, 2020	Monday, November 2, 2020	Supervisors	Not Started	<input type="checkbox"/>	Leah / Vasis as required for particular class
x3 new pupils start at Crown Street	Wednesday, November 4, 2020	Friday, November 6, 2020	Supervisors	Not Started	<input type="checkbox"/>	Leah / Vasis as required for particular class
<b>Pupil groups</b>					<input type="checkbox"/>	
Pupil groups need to be clarified for November start	Monday, September 7, 2020	Friday, October 9, 2020	Tara	In Progress	<input type="checkbox"/>	This is based on the additional students starting and current pupil move to Crown Street (remaining 11 split in to 3 classes). In progress for Primary. Secondary still be to considered.
<b>Staff</b>					<input type="checkbox"/>	
<b>New staff onboarding</b>					<input type="checkbox"/>	
DBS checks to be complete	Thursday, August 13, 2020	Monday, September 7, 2020	Fay	In Progress	<input type="checkbox"/>	
Reference checks to be complete	Thursday, August 13, 2020	Monday, September 7, 2020	Cheryl	In Progress	<input type="checkbox"/>	
All ID documents/ Certificates seen and signed	Thursday, August 13, 2020	Monday, September 7, 2020	Cheryl	In Progress	<input type="checkbox"/>	
Earwig to be set up for new staff	Thursday, August 13, 2020	Monday, September 7, 2020	Cheryl	Not Started	<input type="checkbox"/>	
Educare to be set up for new staff	Thursday, August 13, 2020	Monday, September 7, 2020	Cheryl	Not Started	<input type="checkbox"/>	
Contracts to be completed, signed and returned	Thursday, August 13, 2020	Monday, September 7, 2020	Cheryl	In Progress	<input type="checkbox"/>	
Induction meetings to be secheduled	Thursday, August 13, 2020	Monday, September 7, 2020	Cheryl	Not Started	<input type="checkbox"/>	
Probation meets to be scheduled	Thursday, August 13, 2020	Monday, September 7, 2020	Cheryl	Not Started	<input type="checkbox"/>	
<b>Recruitment</b>					<input type="checkbox"/>	
Tutor position to be recruited	Thursday, August 13, 2020	Friday, August 21, 2020	Kerry	In Progress	<input type="checkbox"/>	
Administrator to be recruited	Thursday, August 13, 2020	Friday, August 21, 2020	Kerry	In Progress	<input type="checkbox"/>	
Lunchtime supervisor to be recruited	Thursday, August 13, 2020	Friday, August 21, 2020	Kerry	In Progress	<input type="checkbox"/>	
<b>Moving in</b>					<input type="checkbox"/>	
Staff visit to crown street	Monday, October 19, 2020	Friday, October 23, 2020	Catherine	Not Started	<input type="checkbox"/>	The plans for the pupil visit to be shared with SLG and Fay
Move in	Monday, October 19, 2020	Friday, October 23, 2020	Catherine/Vas/Leah/Cheryl	Not Started	<input type="checkbox"/>	
Kerry Move in	Monday, October 26, 2020	Friday, October 30, 2020	Kerry	Not Started	<input type="checkbox"/>	
<b>New staff start at Crown Street</b>	Monday, November 2, 2020	Monday, November 2, 2020			<input type="checkbox"/>	
On boarding of new staff included induction and probation meetings	Monday, November 2, 2020	Friday, November 6, 2020	Cheryl	Not Started	<input type="checkbox"/>	
update personal details all staff	Monday, September 7, 2020	Friday, September 18, 2020	Cheryl	Not Started	<input type="checkbox"/>	can be collated and collected by intern
staff handbook and code of conduct to be emailed to all staff	Monday, September 7, 2020	Friday, September 18, 2020	Cheryl	Not Started	<input type="checkbox"/>	can be done by intern
educare safeguarding new staff completed	Wednesday, September 2, 2020	Friday, September 18, 2020	Cheryl	Not Started	<input type="checkbox"/>	add to SCR
<b>Training</b>					<input type="checkbox"/>	
Assistant head designated safeguarding lead training	Thursday, August 13, 2020	Friday, October 23, 2020	Andrea	Not Started	<input type="checkbox"/>	
Information supplied to staff regarding training days - training programme	Thursday, August 13, 2020	Thursday, August 27, 2020	Tara	In Progress	<input type="checkbox"/>	
Training/induction	Monday, November 2, 2020	Wednesday, November 4, 2020	Tara	Not Started	<input type="checkbox"/>	
<b>Furniture /resources</b>					<input type="checkbox"/>	
Book removals	Friday, October 9, 2020	Monday, October 19, 2020	Fay	Not Started	<input type="checkbox"/>	
Book shurguard removals	Friday, October 9, 2020	Monday, October 19, 2020	Fay	Not Started	<input type="checkbox"/>	
Furniture order		Wednesday, September 30, 2020	Cheryl/Diana	In Progress	<input type="checkbox"/>	
Set up reception	Monday, October 19, 2020	Friday, October 30, 2020	Cheryl	Not Started	<input type="checkbox"/>	

Task Name	Start Date	Due Date	Assigned To	Status	Done	Comments
Set up classrooms	Monday, October 19, 2020	Friday, October 30, 2020	Supervisors	Not Started	<input type="checkbox"/>	
Set up staffroom	Monday, October 19, 2020	Friday, October 30, 2020	Cheryl/Diana	Not Started	<input type="checkbox"/>	
Set up offices	Monday, October 19, 2020	Friday, October 30, 2020	Cheryl/Diana	Not Started	<input type="checkbox"/>	
Set up medical room	Monday, October 19, 2020	Friday, October 30, 2020	Cheryl/Diana	Not Started	<input type="checkbox"/>	
Order resources / consumables	Tuesday, September 1, 2020	Friday, September 11, 2020	Cheryl/Diana	Not Started	<input type="checkbox"/>	
Crown Street	Friday, September 25, 2020	Monday, October 19, 2020	Diana	Not Started	<input type="checkbox"/>	set up resources needed, as well as consumables, crockery etc. some things take 4-6 weeks to be delivered
Earls Court	Friday, September 4, 2020	Friday, September 11, 2020	Diana	Not Started	<input type="checkbox"/>	need classroom resources/ photocopy paper etc for pupils ASAP
Delivery of resources / consumables - Crown Street	Monday, October 19, 2020	Friday, October 30, 2020	Diana	Not Started	<input type="checkbox"/>	
<b>Infrastructure</b>					<input type="checkbox"/>	
Set up phone systems	Monday, October 12, 2020	Friday, October 30, 2020	Fay	Not Started	<input type="checkbox"/>	
Set up IT systems	Monday, October 12, 2020	Friday, October 30, 2020	Fay	Not Started	<input type="checkbox"/>	
Order and install fire protection	Monday, October 12, 2020	Friday, October 30, 2020	Fay	in process	<input type="checkbox"/>	
Order and install signage	Monday, October 12, 2020	Friday, October 30, 2020	Fay	Not Started	<input type="checkbox"/>	
<b>Transport / SEN</b>					<input type="checkbox"/>	
Contact LA transport of all pupils who are transitioning to Crown Street	Friday, September 25, 2020	Friday, October 23, 2020	Kerry	Not Started	<input type="checkbox"/>	
Contact LA to inform them of change of address	Friday, September 25, 2020	Friday, October 23, 2020	Kerry/Fay	Not Started	<input type="checkbox"/>	
<b>Parents</b>					<input type="checkbox"/>	
Parent visits for transitioning pupils	Thursday, October 22, 2020	Friday, October 23, 2020	Kerry	Not Started	<input type="checkbox"/>	
Set up new parents on earwig					<input type="checkbox"/>	
<b>Leadership</b>					<input type="checkbox"/>	
Safeguarding training for new staff and existing staff		Friday, September 4, 2020	Kerry	In Progress	<input type="checkbox"/>	
Fire safety training/ practice for Crown Street		Friday, October 16, 2020	Kerry	Not Started	<input type="checkbox"/>	
Update risk assessments, PEEPS, fire plan and Health and Safety for Crown Street	Wednesday, September 30, 2020	Wednesday, October 21, 2020	Kerry	In Progress	<input type="checkbox"/>	