

HEADTEACHERS' TASK LIST

Friday 16 January

1. Updated First Aid Policy

Two documents:

- A) Updated FA Policy, key changes highlighted for reference
- B) Summary of key changes

Actions for Headteachers

- Read the word doc and then remove the highlights before turning into a PDF and sharing with staff
- Fill in Appendix 1 and make sure your first aiders team and locations are displayed around your school
- Share the policy with all staff (but especially appointed persons and lead first aiders who should be given time to read it all)
- Those with EYFS - work through the checklist and ensure you are compliant with changes to first aid expectations as published in EYFS Guidance 2025
- Ensure you have enough adequately trained first aiders
- Ensure those with first training have it updated - The HSE stipulates that First Aid at Work (FAW) certificates (3-day course) remain valid for three years. Before expiry, first aiders must complete refresher training to maintain their qualification. For Emergency FAW certificate holders (1 day course), the same three-year renewal cycle applies

2. Safeguarding training: options

Anna Freud course

[Preventing Self-Harm: A Leadership Approach for Schools and Colleges | Anna Freud](#)

Papyrus SPOT [Suicide Prevention Overview Training] course, 90mins

<https://www.papyrus-uk.org/resource-education-and-training/>

Actions for Headteachers:

- If you want to take the Papyrus course, Graziella Williams is making a group booking so please let her know as soon as you can.

3. London South Teaching School Hub:

ITT marketing pieces for internal and external newsletters.

Actions for Headteachers:

- In terms of dates of the internship, SB needs a consensus from secondary heads that the dates will work (they need to do 3 weeks in summer term)
- All 3 secondary schools will be willing to take at least 2 students each (or more)
- All schools to add this info to parent and staff newsletters on a regular basis

4. Note from Tom Young regarding delivery of any printed items

Action for Headteachers:

- please let staff know that if they receive any deliveries from printed.com where the product is damaged, we need to keep and document the packaging as well as the products in order to get a replacement. Typically, the supplier will collect the damaged product and replace but not without evidence of the damage caused by DPD.

5. Items from Lucy Ellis

Actions for Headteachers:

- Online meeting: Assessment leads and SENCO session about Cherry Gardens branch maps on 26th January 2026,** 3:45pm, online. It is **very important** that you attend. Link to follow.
- Assessment dates for Spring 2026** - a particular reminder about NMM Year 1 national trial which is now and to put your Yr 6 projection date in March in the diary.
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Nur	Spring 1	Mid year EYFS check 4 areas	06/02/2026
Rec		Mid year EYFS check in 6 areas	06/02/2026
1		National NMM writing yr 1 5 Jan 2065 stimulus released 12-16 Jan 2026 Writing window 26-30 Jan 2025 Judging window 6 Feb 2026 results published	06/02/2026

4		National NMM writing yr 4 12 Jan 2026 stimulus released 19-23 Jan 2026 writing window 2-6 Feb 2026 Judging window 13 Feb 2026 results published	13/02/2026
Rec	Spring 2	Phonics teacher assessment	20/03/2026
1		Phonics teacher assessment	20/03/2026
2		Phonics teacher assessment for relevant yr 2 pupils	20/03/2026
2		National NMM writing yr 2 9 Feb 2026 stimulus released 16-27 Feb 2026 writing window 9-13 March 2026 judging window 20 March 2026 results published	20/03/2026
1-5		NFER/QUEST test reading and maths – scaled scores only	20/03/2026
6		SATS test from 2025 raw and scaled scores - reading and maths (GPS optional)	20/03/2026

1-6		Writing teacher assessments	20/03/2026
6		National NMM writing yr 6 16 Feb 2026 stimulus released 2-6 March 2026 writing window 16-20 March 2026 judging window 27 March 2026 results published	28/03/2025
6		Final adjusted targets for yr 6 SATS 2026 reading, writing maths combined	27/03/2026

- iv. New **KIT meeting template** for Spring term 2026 is on Your Charter, following on from last term's feedback
- v. The new **Positive Handling guidance** was released by the government in December to be implemented from April 2026 we are ensuring, centrally we are compliant, but The Safeguarding Network are running a free online training session on 5th February 2026 <https://events.teams.microsoft.com/event/2bc89ef1-ef4e-40d9-9a5d-9eebec9a194@79ddad3c-6415-4c16-adfa-75ed2271ca98>
- vi. **Lead Teacher application process:** Link to the application form here: https://docs.google.com/forms/d/e/1FAIpQLScZp6i59-HEq_IGKFP4nWmik-fFAue4mp8oYxv2YQrLW8-Dqw/viewform?usp=dialog

6. **Secondary HTs: free GCSE support for PP pupils**

From Themis Bakas: Atom are launching a GCSE platform in February. Like Atom Home for primaries, it is expensive (£600 per year), but also like Atom, it will be free for pupil premium children. If it's anything like Atom Home, this is an incredible offer for PP

children. Letter outlines offer. Themis recommends that the secondaries introduce themselves to Hannah (details in letter) as it is very useful to have a contact at Atom and he's happy for you to mention him by name.

Action for Headteachers:

Act on directions in letter.