Charter.

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HEADTEACHERS' NOTICEBOARD AND TASK LIST
Friday 16 October

1. **TEP surveys:** Autumn Census opens on Monday 9 November. Before then, there are five things which need doing, listed below: - ACTION

   a) **Share the Census and Onboarding Session dates with your school leaders**
   Make sure headteachers share the Autumn Census dates with SLT, that it's in their calendars and that they have planned time for employees and pupils to complete their question sets.

   b) **Refresh the Central Team directory**
   You may have new employees to add to the Central Team page. You can add these using the bulk upload in the directory. Upload a full, current staff list, and tick *deactivate records not in this upload* to remove any employees who have left.

   c) **Check school directories**
   School leaders should check that employee information is up to date, including departments, roles and email addresses. We've pulled through your new employees and pupils, so there may be unassigned employees to sort into departments. Directories should be refreshed before the census window opens. Encourage school leaders to visit the resources section of the platform for step-by-step video tutorials or watch our showcase here.

   d) **Brief your teams**
   Whether this is your first or tenth census window, briefing employees and pupils before the window opens is one of the most effective ways to hit 85% response rates. The platform's briefing materials are ready to use, direct your school leaders to the Resources section.

   e) **Plan the logistics for pupils**
   For schools collecting pupil responses, planning is key. Encourage school leaders to schedule time across the full three weeks of the census window, particularly in larger schools, and to consider how pupil codes or emails will be distributed.

2. **Schools' Workload and Wellbeing Charters:** we need to share whichever of these are ready with the unions at the next JCNC on 19 November.

ACTION

- Please share any final versions of your W&W Charters with Cassie and Sophy.