Start-of-Year School Readiness Checklist

EdSmart®

**Set your school up for a smooth, confident start to Term 1.
Plan ahead. Reduce admin. Avoid early-term rework.**

How to use this checklist with your Admin, IT and Leadership teams
Assign an owner and tick off each item as you go.

✓ Complete   ▬ In progress   ○ Not started

1. Data Rollover & System Setup
If this isn't right, nothing is
- ☐ Confirm rollover date with IT
- ☐ Hold comms until rollover complete
- ☐ Verify student data (new cohorts)
- ☐ Update staff (new + leavers)
- ☐ Review workflow approvers
- ☐ Confirm parent contact details
- ☐ Update emergency contacts
- ☐ Refresh class & activity lists
- ☐ Update medical data (critical)

2. Staff Policy & Sign-offs
Set expectations from day one
- ☐ ICT policy updated & signed
- ☐ Code of conduct acknowledged
- ☐ New policies re-signed
- ☐ Media guidelines confirmed
- ☐ Child safety training verified
- ☐ Approval workflows updated

3. Student Acknowledgements
Set expectations early
- ☐ ICT policy signed
- ☐ Code of behaviour acknowledged
- ☐ Sports & activity consent
- ☐ Academic integrity (senior years)

4. Parent & Community Setup
Strong start = fewer issues later
- ☐ Contact details updated
- ☐ Medical info updated (critical)
- ☐ Privacy permissions confirmed
- ☐ Media consent collected
- ☐ Volunteers & WWCC confirmed
- ☐ Parent association roles updated

5. Platform & Process Check
Prevent confusion once term starts
- ☐ Archive old templates
- ☐ Update dashboard templates
- ☐ Review user access
- ☐ Confirm approval workflows
- ☐ Train new staff
- ☐ Test a form end-to-end

Final Check
Before Term 1 begins, ask:
- Is our data accurate?
- Are our processes consistent?
- Can we track approvals and communication easily?
- Are we set up to avoid rework in week one?