

Course Title: Preparing for the New Academic Year

Duration:

½ Day

Times:

9.30am – 12.30pm

Course Aims:

This course covers preparing the school’s pastoral arrangements for the new academic year, new pupil intake and associated activities

Course Objectives:

This course will cover:

* create a new academic year
* make pastoral structure adjustments
* creating preadmission groups and adding applicants
* perform the pastoral promotion
* assigning pupils to classes
* run new intake routines including admissions transfer file (ATF) and common transfer file (CTF)
* print registration group lists
* process leavers
* perform general housekeeping

Target Audience:

Administration staff who are responsible for the promotion of the Academic Year

Requirements:

An understanding of the school’s pastoral structures and procedures used in school and knowledge of the school’s pastoral policy would be helpful