



Head of Year End-of-Year Handover Checklist

A practical final check before a year group changes hands.

COHORT OVERVIEW

- Summarise the cohort's character, strengths and current priorities
- Confirm year-group size, tutor groups and staffing changes
- Identify immediate priorities for the first three weeks

ATTENDANCE

- Flag attendance drift, even where students remain above 90%
- Record recoveries and what appears to be helping
- Signpost plans, lead adults and review dates

BEHAVIOUR AND CULTURE

- Record recurring patterns or pressure points
- Note agreed responses and routines that have worked
- Identify progress that may need protecting after summer

PASTORAL, SEND AND SAFEGUARDING

- Keep detailed records in the school's approved systems
- Arrange relevant DSL, SENDCo or pastoral-team briefings
- Signpost plans, lead professionals and scheduled reviews

CURRENT INTERVENTIONS

- Name each intervention, lead adult and review date
- Record whether it is working, partly working or needs review
- List anything that must restart in September

PARENT AND CARER COMMUNICATION

- Identify relationships where continuity genuinely matters
- Record agreed communication routes and open actions
- Keep wording factual, necessary and professional

TUTOR TEAM

- Summarise established routines and meeting arrangements
- Note team strengths and where support may be helpful
- Confirm staffing changes or temporary arrangements

SEPTEMBER PRIORITIES

- List meetings, referrals and promised follow-ups
- Add dates and owners to unfinished actions
- Identify the first major year-group events
- Include students who may otherwise be overlooked

FINAL HANDOVER CONVERSATION

- Book approximately 45 minutes with the incoming HOY
- Cover priorities, patterns, interventions, tutors and key dates
- Leave time for questions and confirm other required briefings

BEFORE SHARING

- Store and share the document through an approved school system
- Remove unnecessary duplication, speculation and personal opinion
- Check that every included detail has a clear professional purpose

INCOMING HOY: FIRST ACTIONS OR QUESTIONS

Keep sensitive student information within your school's approved systems and follow your school's safeguarding and data-handling procedures.