





Why?
When?
Who?
What?

A magnifying glass with a silver handle and black grip is positioned over a white surface. The lens is focused on the Ofsted logo, which consists of three stylized human figures in teal above the word 'Ofsted' in a large, dark blue, sans-serif font. Below 'Ofsted' are the words 'raising standards' and 'improving lives' in a smaller, dark blue, sans-serif font.

Ofsted
raising standards
improving lives



A top-down view of a desk setup. On the left, a portion of a silver laptop is visible. Next to it is a black ceramic mug. Above the mug is a small green plant with white flowers. The background is a plain, light-colored surface.

First things first...

The Call





First things first...

The Call
The Response





First things first...

The Call
The Response
The Alert





First things first...

The Call
The Response
The Alert
The Panic





First things first...

The Call
The Response
The Alert
The Panic
The Calm







Fernwood Primary & Nursery School

Staff File

1	Application Form First Appointment	Offer letter
2	References	
3	Bank Mandate / New starter / P45	
4	Medical Form	
5	Qualifications	
6	DBS Certificate	
7	Right to work in the UK documents	
8	Contract / Changes / Salary Statements	
9	Training certificates	
10	Medical / Maternity / Illness	
Comments:		

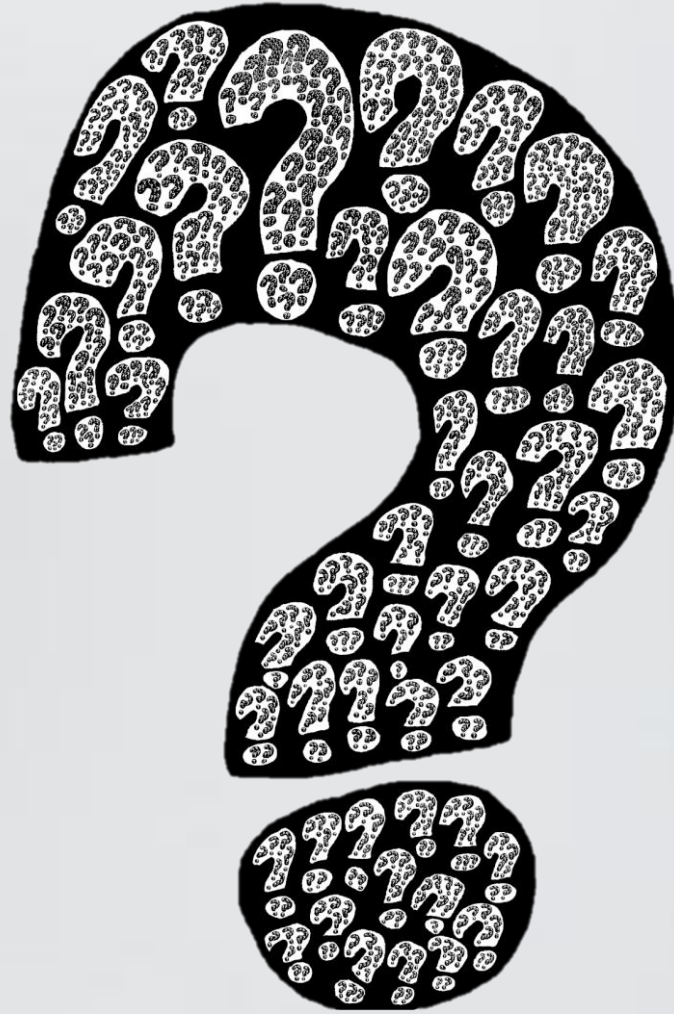




The Green Folder

- ☐ Personnel including governors
- ☐ Map(s) of the school
- ☐ Wi-Fi code including arrangements for filtering
- ☐ Class registers with groupings
- ☐ Timetables
- ☐ External reports/visits
- ☐ SEF/SDP
- ☐ Feedback
- ☐ Key data/IDSR





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Images

- https://pngtree.com/freepng/stack-of-gold-bars-on-white-background_15410296.html
- <https://stock.adobe.com/uk/search?k=desk+background>
- <https://www.istockphoto.com/photos/stack-of-files>
- <https://balancethroughsimplicity.com/how-to-write-a-to-do-list-to-get-things-done/>