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MIS Checklist for Schools Reopening

Following government advice surrounding school's reopening, we've prepared the below Management Information System (MIS) checklist for our schools to use and adapt as they wish.This contains some of the things you may want to consider ahead of you reopening your doors for all or some of your students.

School Area	Who	Due Date	Status
Academic			
Ensure access to online learning environments for teachers and students, where appropriate			
Create and share a timetabling structure that support social distancing guidelines for each class and year group			
Be certain that students only have one lesson per period and double check there are no other potential clashes or issues			
Add staff meetings, tutorials and 1-2-1's to the Timetable			
Ensure any year groups not in school or not currently being taught face-to-face can still access key school information through your MIS			
Consider how you're going to replace assemblies and any other "whole school" events, and communicate this to students and staff			
Administration			
Consider how many staff members will need to be on site if some of your students continue working remotely and set up facilities to record this in your MIS			
Review your school's policies on visitors, communicating this to your Reception and School Office staff			
Upload any training details and documentation to HR Manager, assigning it to any staff members assuming different responsibilities			
Consider your timetable for extra-curricular activities and clubs, enabling their safe operation; either adding new activity groups and students, or extending the date of existing activity groups			
Make sure any new from groups have been created and that each student who will be on site is allocated to a form or tutor group			
Add all new staff members to HR Manager			
Correctly allocate staff members to their Division			
Create new MIS 'User Accounts' for new starters			
Check that registration rules contain new Forms, Houses or Teaching Sets			
Set up multi-period registration so you can register lessons in bulk			
Set up self-registration so students working from home can register for lessons themselves			

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Administration			
Ensure the new COVID-19 Registration Codes are added in Registration Manager, to support the DFE when completing the daily Educational Setting Status reports.			
Update all previous attendance data with the '#' if the school has been closed to students for a period of time (if applicable)			
Health and Wellbeing			
Keep your staff and students fully informed of any changes to safeguarding and welfare staffing and procedures			
Ensure appropriate updates are made in Wellbeing Manager to accurately track the wellbeing of every student			
Ensure any students flagged as vulnerable are fully supported			
Integrate health and wellbeing into the curriculum as appropriate			
Ensure wellbeing procedures are extended to support staff members			
Incorporate into Wellbeing Manager appropriate procedures for accidental or deliberate infringement of social distancing guidelines and any Covid-related bullying			
Ensure the availability of PPE as appropriate, recording your stock and distribution of these to students and staff			
Ensure COVID-19 symptoms and processes are included in your Medical Centre module, or MIS equivalent			
Review the medical conditions for your students to ensure you have the most up-to-date information and that the public health note has been updated to reflect any changes under COVID-19			
Create new Pastoral Tutors if required			
Admissions			
Ensure appropriate arrangements for the induction of new students, accounting for these details in your MIS			
Set up online viewings or new procedures for parents and students to view your school, capturing this data via the Admissions Portal or similar			
Amend registration forms to account for online schooling			
Set up options for online payments for any relevant registration fees prospective parents might need to pay			
Ensure all new students have a valid enrolment date recorded, accounting for school closures			

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Communication			
Display clear notices regarding expectations for parents and students under current circumstances			
Ensure all parents and pupils have access to Apps and Portals where appropriate, to keep a clear channel of communication with them			
Maintain communication with those students unable to return to school			
Agree and communicate appropriate procedures for parents and carers of all students dropping off and collecting pupils from school			
Finance			
Update your Fixed Asset Register to account for any changes following school closures			
If you have new staff members joining your Finance Team, ensure the correct permissions are allocated for system access, and raising and approving POs etc.			
Edit the fee amounts if fees have changed due to remote schooling			
Add/check any discounts and/or credit notes for all new and existing students			
Reporting			
Speak to our Reporting Services team ASAP if you require changes to your reporting structure			
Submit report requests a minimum of 4 weeks before they are due			
Ensure your reports coincide with government guidelines surrounding the structure of this year's A-Level and GCSE exams			
Make sure teachers have access to the iReport App to help them complete school reports remotely on their mobile devices			