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| **FLOURISH ACADEMIC YEAR QUALITY CYCLE** | | | | | | |
| **ACADEMIC YEAR 2024-2025** | Regularity | | | | | |
| **Month Occurring** | **Yearly** | **Twice Yearly** | **Quarterly/ Termly** | **Half Termly** | **Monthly** | **Weekly** |
| August | 1. Paperwork and info for parents - finalised and sent out – invites for September coffee morning.  2. All About Me Booklets - returners updated  3. Policies and procedures updated  4. Self assessment report completed. (SAR QIP) |  | 1.BSP New learners prepared ready for review and completion  2.Timetable plan for baselines and up until December |  | 1. Procurement Card 2. Claims & Receipts |  |
| September | 1. Yearly Learner Target Reviews - 3 year plans - returners. 2. Baselines and returner / leaver assessments. 3. High Needs funding forms 4. All About Me Books created / updated. 5. Learner Risk Assessments created / updated 6. BSPs created / updated  7. Eduspot archive leavers  8. New Learner Funding Application Completed 9. Returning Learner Funding Applications Completed | 1. Staff Development and Training Updates | 1. BSP New Learners created returning learners reviewed.  2. Budget meeting. |  | 1. Procurement Card 2. Claims & Receipts | 1. Check all baselines are filled in correctly and observations of new and returning learners monitored accurately. 2. Tutor Briefing / LSA Briefing |
| October | 1. New Learner Yearly Target Setting – 3 year plan 2. Bursary Applications 3. Finalise Timetable /Grouping /Staffing with regards to baseline 4. Enrolments and information for quals to FACE 5. Transition out plans for final year students implemented | 1. Additional online training | 1. Bursary Spends update 2. BSPs all completed and agreed by parents | 1. SOW 1 submitted 2. Individual Learner Target Setting and Review 3. Quality monitoring of SOW, target recording and feedback | 1. Procurement Card 2. Claims & Receipts | 1. Check and monitor all lesson outcomes and learner targets are complete. 2. Resources checked and anything reordered 3. 1:1 Tutorial sessions monitored and planned 4.Tutor Briefing / LSA Briefing |
| November | 1. EHCP - Reviews – attend @ Bluebell  2. All about me books - new starters completed 3. Risk Assessments Completed 4. BSPs completed and signed  5. EHCP Reviews Flourish invites sent out. | 1. Staff My Time in conjunction with Walk through OLTA and / or Probationary reviews. | 1.Budget 2. Walk through OTLA | 1. AIMs – Units sent out – with deadline of Feb | 1. Procurement Card 2. Claims & Receipts | 1. Check and monitor all lesson outcomes and learner targets are complete. 2. Resources checked and anything reordered 3. 1:1 Tutorial sessions monitored and planned 4.Tutor Briefing / LSA Briefing |
| December | 1. End of term Christmas Assembly and parent coffee afternoon.  2. EHCP - Reviews @Flourish 3. Review paperwork filled in and sent to SEND team | 1. Student reports - ready and sent for end of term. |  |  | 1. Procurement Card 2. Claims & Receipts | 1. Check and monitor all lesson outcomes and learner targets are complete. 2. Resources checked and anything reordered 3. 1:1 Tutorial sessions monitored and planned 4.Tutor Briefing / LSA Briefing |
| January | 1. EHCP - Reviews -Flourish complete  2. Review paperwork filled in and sent to SEND team |  | 1.Budget  2.Updated timetable with staff rotation | 1. SOW 2 submitted 2. Target Setting and Review  3.Bursary Spends update 4. Quality monitoring of target recording | 1. Procurement Card 2.Claims & Receipts | 1. Check and monitor all lesson outcomes and learner targets are complete. 2. Resources checked and anything reordered 3. 1:1 Tutorial sessions monitored and planned 4.Tutor Briefing / LSA Briefing |
| February | 1.Paperwork received from SEND – new leaners.  2. Complete and submit via SEND for Transition in new learners September intake 3. Financial Year End prep |  | 1. Budget + Year End Prep  2. Full OTLA – with individual feedback and action plans. | 1. AIMS units set two with deadline of April | 1. Procurement Card 2.Claims & Receipts | 1. Check and monitor all lesson outcomes and learner targets are complete. 2. Resources checked and anything reordered 3. 1:1 Tutorial sessions monitored and planned 4.Tutor Briefing / LSA Briefing |
| March | 1. Transition in new learners for September intake 2. Financial Year End |  | 1. Budget Year End | 1. SOW 3 2. Target Setting and Review 3.Bursary Spends update 4. Quality monitoring of target recording 5. BSPs updated if needed | 1. Procurement Card 2.Claims & Receipts | 1. Check and monitor all lesson outcomes and learner targets are complete. 2. Resources checked and anything reordered 3. 1:1 Tutorial sessions monitored and planned 4.Tutor Briefing / LSA Briefing |
| April |  | 1. 1:1 Staff Development Reviews - Performance Actions | 1. Updated timetable with staff rotation | 1. AIMS units and quals IV and send to FACE | 1. Procurement Card 2.Claims & Receipts | 1. Check and monitor all lesson outcomes and learner targets are complete. 2. Resources checked and anything reordered 3. 1:1 Tutorial sessions monitored and planned 4.Tutor Briefing / LSA Briefing |
| May | 1. New Learner Funding Application Completed 2. Returning Learner Funding Applications Completed |  | 1. Budget | 1. SOW 2. Target Setting and Review 3.Bursary Spends update 4. Quality monitoring of target recording 5. BSPs updated if needed | 1. Procurement Card 2.Claims & Receipts | 1. Check and monitor all lesson outcomes and learner targets are complete. 2. Resources checked and anything reordered 3. 1:1 Tutorial sessions monitored and planned 4.Tutor Briefing / LSA Briefing |
| June | 1. SAR / QIP started |  | 1. Walk Through OLTA |  | 1. Procurement Card 2.Claims & Receipts | 1. Check and monitor all lesson outcomes and learner targets are complete. 2. Resources checked and anything reordered 3. 1:1 Tutorial sessions monitored and planned 4.Tutor Briefing / LSA Briefing |
| July | 1. Leavers Assembly and End of Year Celebration  2. Welcome packs for new learners and returners 3. Outline plan for timetable pre baseline | 1. Student reports - ready and sent for end of term. 2. Staff training updates and refreshers | 1. Budget |  | 1. Procurement Card 2.Claims & Receipts | 1. Check and monitor all lesson outcomes and learner targets are complete. 2. Resources checked and anything reordered 3. 1:1 Tutorial sessions monitored and planned 4.Tutor Briefing / LSA Briefing |