

COMMUNITY ED ACADEMY QUALITY CYCLE 2024-26

ITEM	ACTIVITY	WHO	SUPPORT	MONTHS												
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
1	Independent standards quality audits	AM	SA													
2	Formal Observations	SA	SA													
3	Continual Professional Development Audit	SA	AM													
4	Governance Meetings	ALL Govs	SA													
6	GDPR	DPO/AM	SA													
7	Risk Assessment Audit	SA	AM													
8	Peer Observations	All staff	SA													
9	SOW/OVERVIEWS audit and tracking	SA	All staff													
10	Admissions Register Audit	SA	School Sec													
11	Single Central Register Audit	SA/AM	School Sec													
12	Person-Centred Plans Audit	SA	David													
13	Progression data	SA	AM													
14	Policy & Procedural Review	SA	Governance													
15	Self Assessment /development plan	SA	All Staff													
16	Safeguarding training	SA	All staff													
17	Functional Skills Sampling	SA	Teaching staff													
18	Speaking & Listening Sampling	Lead teacher	SA													
19	Student Level/Workbook Sampling	SA	Teaching staff													
20	Safeguarding Audit	SA	AM													
21	H&S Audit	AM	GOV													
22	ASDAN & AQAs standardisation Admin Audit	SA	Teaching staff													
23	Curriculum overview	SA	Teaching staff													
24	Website audit	AM	SA													
25	Students Annual Reviews	SA	Teaching staff													
26	School Reports	SA	Teaching staff													
27	Incident/behaviour data	SA	Kaylee													
28	Head Teachers report	SA	Governance													
29	Staff training	SA	All staff													
30	Schools Values & Ethos update	SA	All staff													
31	School Management system audit	SA	all staff													
32	Parent feedback	David	SA													
33	Building checks including posters and info	SA	All staff													
34	Student Feedback	Kaylee	Teaching staff													
35	Pre-placment Checks audit	Katy	School Sec													
36	Appraisals	SA	AM													
37	Attendance audit	SA	School Sec													
38	Employability post 16 audit	Lead teacher	SA													
39	Welcome pack audit	SA	School Sec													
40	PAT Testing and maintenance audit	AM	SA													
50	Enrichment and therapy Audit	SA	Kaylee/David													

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