

ENGLISH · ADULT TEMPLATE

English Lead Handover

Everything the next person needs

Why this matters

Section 1 — Phonics



Section 2 — Reading

Section 3 — Writing

Section 4 — Vocabulary and oracy



Section 5 — Statutory data and deadlines

Section 6 — Subscriptions and contracts

Section 7 — Pending and in-progress



Section 8 — Key contacts

Final-week handover checklist

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| ■ Written handover document complete (sections 1-8) | ■ Phonics implementation status documented |
| ■ Reading and writing data summarised | ■ Library status and budget recorded |
| ■ Subscription accounts list with renewal dates | ■ CPD cycle progress documented |
| ■ Pending children / actions flagged | ■ Final 1:1 with head to walk through document |
| ■ Final 1:1 with new Lead (if possible) before final day | ■ Filing tidied and labelled |

