

MATHS · ADULT TEMPLATE

# Maths Lead Handover

Everything the next person needs

**Why this matters**

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**Section 1 — Calculation policy**

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**Section 2 — Maths scheme/curriculum**

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**Section 3 — Times tables and fluency**

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**Section 4 — Manipulatives and resources**

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**Section 5 — Statutory data and deadlines**

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**Section 6 — CPD history and plans**

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**Section 7 — Key contacts**

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## Section 8 — Pending and in-progress

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### Final-week handover checklist

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| ■ Written handover document complete (sections 1-8) | ■ Calculation policy current state documented            |
| ■ Times tables strategy summarised                  | ■ Manipulatives stock recorded                           |
| ■ Subscriptions list with renewal dates             | ■ MTC and SATs trends documented                         |
| ■ 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                        |  |

