SCHOOL LEADERSHIP | APPROVAL CHECKLIST

Before approving a first school cycle

A decision guide for a head, board, bursar or parent representative reviewing a proposed scope.

USE THIS RESOURCE

Use with any proposed school support plan. It is a purchasing and coordination aid, not a statement that Behind the Marks has already agreed these terms with your school.

Define the decision

1. What school priority will this first cycle address?
2. Who benefits: learners, teaching staff, support staff or a defined combination?
3. Who may approve the scope and spending?

Request a clear scope

1. Activities, quantities, locations and format.
2. Named provider responsibilities and school responsibilities.
3. Delivery dates, preparation, participation and review points.
4. Provider suitability and relevant credentials where applicable.
5. Safeguarding, consent, confidentiality limits and referral arrangements for the actual activities.
6. Total cost, currency, separate charges, payment schedule and cancellation or change terms.

Your working notes

Keep this copy for your use. Do not add private cases to shared programme materials.

SCHOOL LEADERSHIP | CONTINUED

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Choose useful evidence

Ask for a real sample of the proposed work and a clear account of what has or has not been delivered before. Agree how completion and usefulness will be recorded. Attendance is evidence of participation; improved results or health require separate evidence.

Record the decision

1. Approved scope or changes requested.
2. Approver, accountable school lead and provider contact.
3. Conditions that must be resolved before delivery.
4. Date to review whether the first cycle should continue.

KEEP IN VIEW

Approve a defined activity and its responsibilities. Registering interest is not that approval.

One next step to take

Keep this copy for your use. Do not add private cases to shared programme materials.

Read this guide online

https://behindthemarks.org/resources/school-approval-checklist

Programme enquiries: tapiwa@nojobsjustwork.com

Resources are free to use. An enquiry creates no obligation to purchase or participate. Keep personal cases out of programme enquiries.