**Summer Term Planning Checklist for Drama Teachers**

# 1. Syllabus, Qualifications, or Set Text Changes

Things to consider:

* Are you still happy with your current exam board?
* Could you introduce a new set text or practical focus next year?
* Would a fresh theme or approach re-energise your students – and you?
* Is there a new qualification you are planning to introduce such as a BTEC or Dance GCSE?

Set time aside to:

* Research new syllabus or new set texts
* Revise or create new schemes of work
* Create resources, handouts, and PowerPoints
* Order copies of plays

Additional notes:

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# 2. Planning for a Potential Move

Things to consider:

* Have you applied already or do you need to look around?
* What other opportunities or responsibilities are there in your existing role?
* Is anyone in your department moving on?

Set time aside to:

* Review schemes of work and download from shared drives (within school policy)
* Make a handover document if you're leaving
* Jot down reflections on what you'd like to do differently in a new setting
* Get a clear job description for any new role
* Ensure your pension details are updated and transferable
* Organise a thank-you or celebration for departing colleagues

Additional notes:

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# 3. Applying for New Roles or Leadership Positions

Things to consider:

* The skills you have and how they might transfer into a new role
* Any new skills you'd like to develop

Set time aside to:

* List school productions, projects, and enrichment work
* Collate CPD and certificates
* Collect examples of student success or feedback
* Reflect on your leadership style and departmental vision
* Identify specific courses or skills to pursue

Additional notes:

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# 4. Admin Prep – Boring, but Brilliant

Things to consider:

* What’s working and what isn’t?
* What needs clearing out or refreshing?
* What systems could be improved or introduced?
* Who else can help?

Set time aside to:

* Audit props, costumes, lighting and AV equipment
* Review curriculum maps and assessment trackers
* Organise digital and paper resources by year group or theme
* Research planning tools that can help you work smarter

Additional notes:

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# 5. Transition and Taster Sessions

Things to consider:

* What are you planning for the new intake in September?
* Is there anything you can do this term to ease the transition?
* Can you invite parents or students to see upcoming performances?

Set time aside to:

* Run a drama club or short taster session for new students
* Send a welcome letter or postcard from the department
* Create a drama noticeboard or social post
* Distribute flyers or invites to school shows

Additional notes:

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# 6. End-of-Year Performances and Celebrations

Things to consider:

* Is everything organised for your summer show?
* Have you checked logistics, rehearsals and permissions?
* Can students help with technical roles or marketing?

Set time aside to:

* Hold production meetings
* Track budget and ticket sales
* Confirm rehearsal dates and staff roles
* Check DBS requirements for volunteers
* Ensure a contingency plan is in place for emergencies

Additional notes:

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# 7. Year 10 Practicals and Prep for Year 11

Things to consider:

* What will support a smooth transition into Year 11?
* Have you shared exam dates and expectations?

Set time aside to:

* Trial different groupings or performance materials
* Gather student reflections and feedback
* Confirm exam info with parents and the school office
* Create a props and costume checklist
* Prepare a contingency plan

Additional notes:

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# 8. Celebrating Student Achievements

Things to consider:

* Who would you like to recognise – students or staff?
* Will your recognition be formal or informal?

Set time aside to:

* Confirm award categories and recipients
* Organise an event or share online announcements
* Write notes of appreciation
* Submit updates to the school newsletter or local press

Additional notes:

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# 9. Add Your Own Specifics

Things to consider:

* What’s unique to your department this term?
* What are your personal or professional goals?

Set time aside to:

* List key deadlines and priorities
* Note any events, trips, or CPD plans

Additional notes:

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# 10. Set Time Aside to Reflect

Things to consider:

* When will you take time to rest or reset?
* What are you most proud of this year?
* What do you want more (or less) of next year?

Set time aside to:

* Celebrate with friends or colleagues
* Write a reflection or gratitude list
* Plan a reward for yourself

Additional notes:

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