

# End and Start of Academic Year: combined course.

This course covers the essentials for your end of year routines in GO 4 Schools to ensure you are set up ready for exam results. We then progress to the start of a new academic year to support you in a confident and effective set up.



## COURSE DETAILS

If you are in your first academic year of using GO 4 Schools as a **School manager** this course is ideal to ensure you are equipped with the skills and understanding of the processes for a smooth transition with the academic year changeover.

Key aspects covered:

- Preparing for exam analysis
- Uploading exam results
- Locked subjects and group management tool
- Student attributes and focus groups for data analysis
- Creating and using snapshots
- Key tasks for the start of year process
- Uploading target and baseline grades
- Copying markbooks
- Checking subjects and qualifications
- Linking subjects & qualifications

As part of the Data Manager training we offer each delegate a one to one call with the trainer if they would like to follow up on their school set-up in light of what has been covered in the training. This will typically be for 30 to 40 minutes on the same day or very shortly afterwards.

## DATES AND TIMES

• <b>19-21 May 2026</b>	<b>10.00 – 12.00 [3 x 2 hours online training sessions]</b>
• <b>30 June &amp; 01-02 July 2026</b>	<b>10.00 – 12.00 [3 x 2 hours online training sessions]</b>
• <b>7-9 July 2026</b>	<b>10.00 – 12.00 [3 x 2 hours online training sessions]</b>

## COSTS AND BOOKING DETAILS

First delegate: £300; Second delegate: £250. All prices are subject to VAT.

This course is also included in our course bundle offer:

New Data Manager bundle 1 includes New Data Manager—New to role or New to GO—Introduction to GO4Schools and Combined Start & End of academic year process. Bundle price £525.

Places are limited to a maximum of two delegates per school. Please complete the booking form to secure your place.

Email: [events@go4schools.com](mailto:events@go4schools.com) or Tel: **01223 967556**

## GO 4 SCHOOLS TRAINING EVENTS

Our training events are developed with the ethos of 'Working together' — sharing knowledge and confidence in school data to ensure a 'best practice' approach and maximum value.

**Current training offers include:**

- Start and end of academic year set up for Data managers
- Induction for new Data managers or those new to managing GO 4 Schools.
- Set up and use of markbooks
- Analysing data for Data manager, senior leadership and data teams
- Effective use of Behaviour and attendance modules
- Post-16 data analysis

See our website for more details: [Engage - CPD - GO 4 Schools](#)

## Maximise your training:

All courses will be delivered using Microsoft Teams, we recommend that you use the App to access the training as the online version has some reduced functionality that may hinder the visibility of some aspects of the training session.

All delegates will require at least a laptop with a microphone and camera, if possible we suggest access to two screens so you can follow the training and also access GO 4 Schools during the training.

The course is also available to book exclusively for your school and is suitable for all levels of leadership.

Delegates will need to have **School Manager** access in  
your GO 4 Schools system.



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