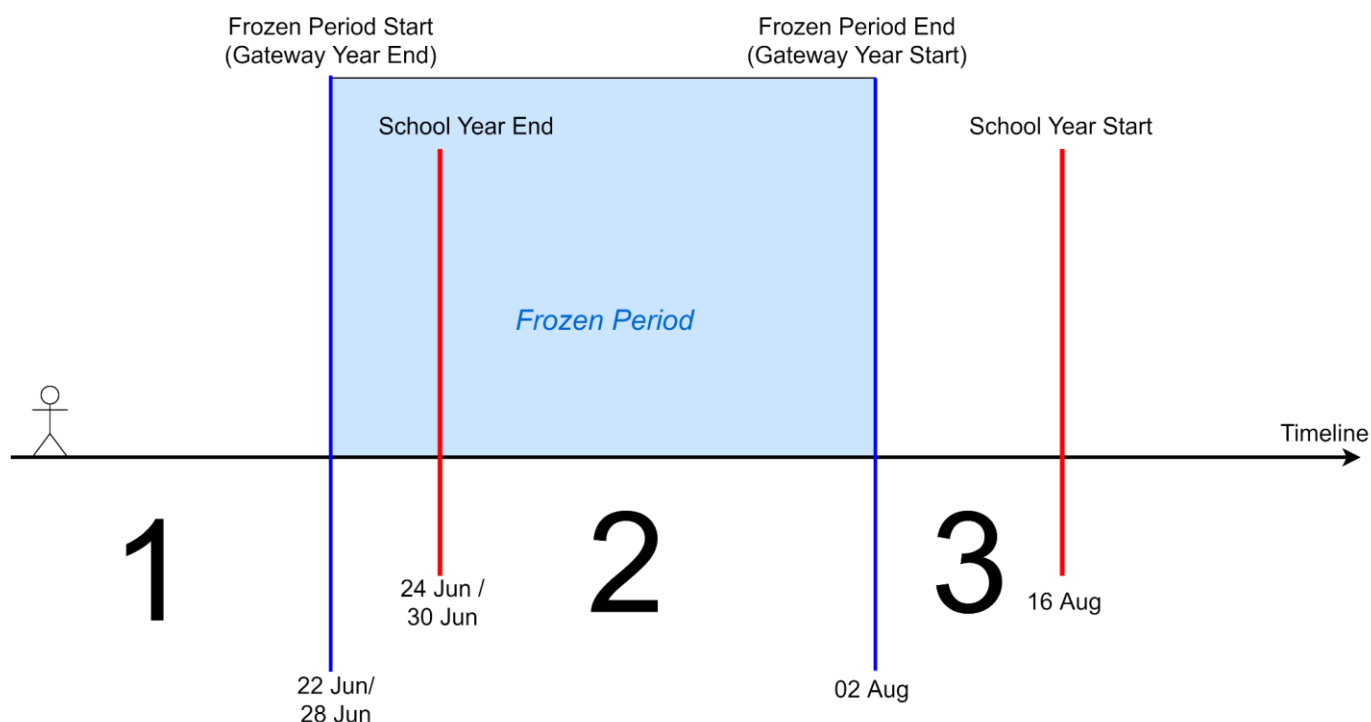


Gateway Year End / Year Start Process 21/22 - 22/23

The Timeline



Schools and year end date (21/22)

Schools	Gateway Year End Date	School Year End	Gateway Year Start
DC KS KSW QBS RC SC SJS	2022-06-22 (start frozen period)	2022-06-24	2022-08-02

Schools	Gateway Year End Date	School Year End	Gateway Year Start
BHS BS CWBS ILAND JCSRS KAB KGV KJS KTC KTY KWKS PS SIS WIS	2022-06-28 (start frozen period)	2022-06-30	2022-08-02

To-do-list

- Admin > Year End Promotion

Year End Promotion > Task List

#	Task	Description	K	P	S
A) Tasks can be started before Gateway Year End (now – 30 June)					
1	New Student Information Pack	- Setup and issue Information Pack for new students in May ~ June - Activate Gateway login for new parents (after the Info Pack issued).	√	√	√
2	Update Roll Group for next year	Create new Roll Groups and hide unused Roll Groups. (The update does not affect current year setup.)	√	√	√
3	Update Tutor Group for next year	Create new Tutor Groups and hide unused Tutor Groups. (The update does not affect current year setup.)			√
4	Assign Next Year Roll Group, Tutor Group, House	Start inputting next year Roll Group, Tutor Group, House for new and current students, input exit date for students going to leave after year end.	√	√	√
5	Confirm Year End Date	Confirmed the [21/22] Gateway Year End Date in the Attendance Module. Current Year End Date: 2022-06-24 Please don't input the exit date for student leavers, the system will auto generate the exit date at Gateway Year Start date.	√	√	√
B) Tasks should be started after Gateway Year End (01 July – 30 July)					
6	Update Roll Group Teachers	Update the roll group teachers.	√	√	√
7	Update Left Staff Status	Mark LEFT for the left staff after Year End. Once mark left, the staff will not be able to log on to Gateway.	√	√	√
8	Student Promotion (Roll Over Task)	Run the promotion task to copy the next year Roll Group / Tutor Group / House for new and current students to Maze and wait for Year Start.	√	√	√
9	Alumni Report	Export the Demographic Report for the Alumni System.			√

10	Year Start in Gateway	Expecting New School Year start date for Gateway. (02/08/2022)	√ √ √
		Please notify the Gateway Team if your school needs to adjust the start date.	
		Please notice the following effects after Gateway New School Year started: <ul style="list-style-type: none"> ● Leavers and their parents will not be able to logon to Gateway, especially viewing online ARR, i.e. no access to ARR reports anymore. ● Teachers will not be able to edit the ARR of the previous year anymore. 	

C) Tasks start after Gateway Year Start (02 Aug onwards)

11	Setup School Start and End Date	Setup school year start and end date in Attendance module.	√ √ √
12	Setup School Open and Close Times	Setup school open and close time for octopus/smart card schools.	√ √ √
13	Setup Non-school Days	Setup non-school days in Attendance module.	√ √ √
14	Annual Data Refresh	Inform all parents to login Gateway to verify and update their family and student's data on Gateway. If you need the existing parents to sign eNotice(s) at year start, please setup and issue eNotice(s) before inform parent to login.	√ √ √
15	Select timetable	Select timetable(s) from Maze and map the period and time.	√
16	Timetable Calendar Day Mapping	Mapping the calendar day for Timetable.	√
17	Create New Subjects	For schools do not use Maze timetable, create new subjects in Subject Class Mapping module.	√
18	Setup Student Subject Class	Setup subject class by roll group or individual students and assign class teachers. <ul style="list-style-type: none"> · For teachers to view their classes on Gateway · ARR markbook 	√
19	Copy / Move Activities	If you need to move or copy the student registration info from last year to new school year for some activities (e.g. CAS Week/Horizons/No Boundaries).	√ √ √

20	Setup New School Activities	Create the new school activities or copy the setup from last year.	√ √ √
21	Setup Y13 HE Tutors	Setup HE Tutors for HE module.	√
22	Room Booking Synchronization	Synchronize the timetable records from MAZE to Room Booking System.	√