

Prepare your next school technology review.

A practical checklist for school leaders, business managers, IT teams and trust buyers. Use it to agree scope before an investment discussion.

01 School and trust decisions

- | | |
|---|--|
| ☐ Which school or trust decision should the review support, and by when? | ☐ Which academies, buildings, teaching needs and assets are included? |
| ☐ Which current DfE standards and local priorities apply to the scope? | ☐ Who provides evidence, reviews findings and approves school investment? |

02 Evidence and the investment plan

- | | |
|---|---|
| ☐ Which findings have evidence, and what remains missing or not assessed? | ☐ How will school inventories, assignments and lifecycle assumptions be checked? |
| ☐ Can the example report show academy context and trust-wide dependencies? | ☐ Which costs need quotes, and are installation, VAT and contingency included? |

03 Onboarding and responsibilities

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|---|--|
| ☐ Which school data sources and collection methods are agreed for onboarding? | ☐ What access do school staff, trust teams and the IT provider need? |
| ☐ What support, training, pricing and pilot scope are in the written proposal? | ☐ Who answers privacy and processing questions before school data is connected? |

Use current DfE primary guidance and local school responsibilities. Confirm any Cyber Essentials scope with the assessor. This checklist supports planning; it does not certify compliance.

[DfE: Meeting digital and technology standards](#)

[IASME: Preview the Cyber Essentials question sets](#)

Keep each school and decision visible.

Print this worksheet or reuse its columns. Record evidence gaps, responsibilities and a review point.

SCHOOL / ACADEMY / TRUST

REVIEW TERM / DATE

SCHOOL / TRUST DECISION OWNER

School area / decision	Evidence / source / gap	Action / owner / review
DfE evidence		
Teaching devices		
Wireless / network		
Recovery readiness		
School / trust projects		
Investment assumptions		

Decision / assumptions to validate

[Discuss your school or trust review: Request a demo](#)