

This guide is designed for existing schools partnering with Axiom Maths that are growing the number of year groups for the next academic year. Use this document in conjunction with the [School Programme Guide](#).

1. Secure staffing for next year (MExCs only)

Goal: Ensure your circles have fully prepared mentors

Immediate actions

- ☐ List 2-3 staff you will approach to run a circle (include outside your department if needed, e.g. STEM teachers and TAs).
→ *When will you speak to them?* Date/time: _____
- ☐ Send the mentor role description (link [here](#)) to anyone you approach.
- ☐ Invite potential mentors to shadow your summer-term circle.
→ *Add specific session dates here:* _____

If you already have mentors

- ☐ Ask existing mentors to complete the HUB handover form (if circles are changing hands).
- ☐ Review capacity: Do you need to shift a group to the online programme so you can support *at least two year groups next year*?
- ☐ Complete the compliance form.
- ☐ Book a call with your Axiom Maths contact for any support you need.
→ *Proposed date/time for call:* _____

2. Review your current circle(s) (MExCs & mentors)

Goal: Confirm that the right pupils are attending and benefiting

- ☐ Check: Do you have 6+ regular attendees?
- ☐ Identify: Are these the pupils who will get the most out of it?
- ☐ List pupils who may need re-engaging:
→ _____
- ☐ List pupils who may need withdrawing from the HUB:
→ _____
- ☐ Speak to colleagues if you have capacity: Which other pupils would benefit?
→ _____

3. Support your new mentor(s) (MExCs only)

Goal: Set mentors up for success early

- ☐ Ensure they sign up to the mandatory Induction webinar.
- ☐ Introduce them via email to your Axiom contact.
- ☐ Support them to sign up to the HUB.
- ☐ Encourage a quick HUB orientation
(e.g. “find the attendance tab” or “locate session resources”).
- ☐ Share the Checklist for getting started with new circles.
- ☐ Share your own lessons learned (1–2 concrete tips).
→ What would have helped you the most when you started?
- ☐ Engage your HOD & SLT link to secure support
(e.g. timetabled planning time, tutor cover or protected time).

4. Carry forward learning from previous years (MExCs & Mentors)

Goal: Improve recruitment, retention and ensuring a prompt start in autumn

- ☐ Note what worked well last year for recruitment & retention.
→ _____
- ☐ Identify new approaches to try (e.g. reaching out to Head of Year 7, Disadvantage Leads, primary school links, running session 0 on Year 6 taster days).
→ _____
- ☐ Meet with your SLT link to address timetable/retention challenges (e.g. explore options for the circle be timetabled).
→ Proposed date: _____
- ☐ List required data for each pupil and confirm with your DPO.
→ _____

Thank you for leading maths circles this year and creating a space where pupils feel challenged, confident and supported. This action plan will help you build on what's working and prepare strongly for the year ahead.