



This guide is designed for new schools partnering with Axiom Maths and preparing to start the new academic year. Use this document in conjunction with the [School Programme Guide](#).

### Pre-Launch Setup

- ☐ Engage your HoD and SLT link to support recruitment and retention  
Invite them to join a session when you're set up
- ☐ Identify required data for each pupil and confirm with your school DPO
- ☐ Draft parental permission letters (if required)
- ☐ Plan the time and day of your maths circle
- ☐ Consider your school extra-curricular clubs and avoid clashes where possible  
(Aim for 1-hour sessions)

### Recruitment Strategy

- ☐ Plan your recruitment approach (personal invitations / applications)
- ☐ Use promotional materials (posters and assembly slides)
- ☐ Deliver Session 0 if using it to support recruitment
- ☐ Identify pupils with the heart and head for maths using:  
attainment data, feeder school recommendations, teacher observations
- ☐ Ensure inclusion of all eligible pupils from disadvantaged backgrounds  
(especially the hesitant ones!)
- ☐ Aim to start with 8–10 pupils
- ☐ Use the selection problems as lesson starters or whole lessons  
to support recruitment of pupils with the heart and head for maths

### Hub Onboarding

- ☐ Register for the Hub
- ☐ Log in to the Hub for the first time and explore the layout
- ☐ **Advance plan** session 1: Watch the introductory training video, try out the maths, and review the mentor guidance notes
- ☐ Consider recruiting sixth form volunteers to join the Junior Mentor Programme to support maths circles
- ☐ Express interest to receive funding for your Junior Mentor's (above link)

## Set Up on the Hub

- ☐ Add pupil data to the Hub
- ☐ Create a new group with date and time of circle
- ☐ Add pupils to the group
- ☐ Complete first session register on the Hub (after session 1)
- ☐ Write your short 1-minute mentor reflection (after session 1)

### Scheduling Tips:

- New circles should start by October half term
- Existing ones should start in September

## First Session Considerations

- ☐ Seating: one big circle or smaller ones?
- ☐ Resources: mini whiteboards, paper, books or something else?
- ☐ Refreshments
- ☐ Rewards: house points, stamp cards, AAA behaviour stickers
- ☐ Have fun! Present the problems and **catalyse conversations** to **bring out the maths** from your circle
- ☐ Don't forget to take your register on the Hub for your correct session (see above)

## Ongoing Actions

- ☐ Communicate with parents/carers about pupil progress
- ☐ Monitor engagement and address attendance issues early
- ☐ Complete termly surveys (mentors and pupils)
- ☐ Say hello to your regional Axiom Maths point of contact - they can help you with
  - Troubleshooting the Hub
  - Recruitment ideas
  - Pupil engagement
  - Anything else!

