

September 2021

W	Date	Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Tasks	Senior Leader, HR and Admin Tasks	Key MAT tasks and Governance Meetings	
1	30th	Mon	August Bank Holiday					
	31st	Tue	School closed to students Access allowed for staff to plan and prepare		School closed to students	Tasks for Week 1: <input type="checkbox"/> Induct new staff in key processes (DPR, etc.) <input type="checkbox"/> HoL letter to parents and students	Tasks for Week 1: <input type="checkbox"/> Attendance review 1 (last year) <input type="checkbox"/> Y7 biometrics <input type="checkbox"/> New starter checklist incepted (keys etc) <input type="checkbox"/> Admin rotas in place <input type="checkbox"/> Whole school duty rotas in place <input type="checkbox"/> Send out parents' welcome back letter <input type="checkbox"/> Send out school end time text <input type="checkbox"/> Check all Y7 files and SIMS records <input type="checkbox"/> Staff medical and contact questionnaire update <input type="checkbox"/> Hand out Staff Handbook <input type="checkbox"/> Issue all student timetables, diaries and contact details <input type="checkbox"/> Send out a record of attendance for all staff <input type="checkbox"/> Review the prestigious college applications <input type="checkbox"/> Set date for school ambassadors' open morning for the following half term <input type="checkbox"/> Staff welcome packs <input type="checkbox"/> Joint Headteachers' meeting (in person, HNS) <input type="checkbox"/> Parentmail check up <input type="checkbox"/> MAS report <input type="checkbox"/> Staff induction checks <input type="checkbox"/> Probation form entries <input type="checkbox"/> SCR check meeting	Tasks for Term 1: <input type="checkbox"/> Review of Headline Exam Results <input type="checkbox"/> Yearly Attendance Report <input type="checkbox"/> SCR Check 1 <input type="checkbox"/> Student Council feedback to LSBs <input type="checkbox"/> New SDP / SEF 1 <input type="checkbox"/> MAS Report <input type="checkbox"/> Review of PCT <input type="checkbox"/> Safeguarding section 11 Report <input type="checkbox"/> Key Departments Report to LSB <input type="checkbox"/> Financial Dashboard check <input type="checkbox"/> HT PMR and Target Setting <input type="checkbox"/> Declaration of Interest <input type="checkbox"/> Monitoring Processes Check <input type="checkbox"/> Pupil Premium Update 1 <input type="checkbox"/> DBS check up
	1st	Wed	08:00 Staff Breakfast Staff Training Day 1 DPR Window 1 opens for all year groups		School closed to students			
	2nd	Thu	08:00 Staff Breakfast Staff Training Day 2		School closed to students			
	3rd	Fri	12:15 Staff social event Y7 Biometrics and Induction Day CST Conference		No activities Y7 students only finish at 12:15pm Y7 biometrics			
	4th	Sat	CST Conference					
	5th	Sun						
2	6th	Mon	08:10 Staff Briefing PMR commences		15:30 - 15:50 Y11 Assembly			
	7th	Tue	15:40 - 16:10 EDI Training 1 16:15 - 17:15 Departmental CPD 1		Student photographs			
	8th	Wed	7:45 - 8:00 Teaching and learning meeting	14:40 - 15:30 Y9 Expressive Art Carousel	International literacy day 14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall 17:00 - 18:00 Y11 Parent information evening			
	9th	Thu	15:50 - 18:00 Leadership Group Meeting		14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	10th	Fri	7:45 - 8:00 Coffee and Croissant CPD 12:30 - 1.30 Twilight 1		12:15 - 16:00 Friday PM Activities			
	11th	Sat						

	12th	Sun	Big Question 1: Is religion or culture ever an excuse?				
3	13th	Mon	08:10 Staff Briefing	Y7 Baseline Tests commence	Y11 College application preparation Y6 Tours commence 15:30 - 15:50 Y11 Assembly Student council - students to create election videos	Tasks for Week 3: □ Commence work on Departmental Trackers (HODs) □ Examination Results Analysis Report ends (HOD) □ Update induction tracker for new staff □ Homework quality check (HODs)	Tasks for Week 3: □ GRC1 Check 1 □ Check examination reports completed □ SEF Update and Review 1 (LG) □ Check Y11 college ref checklist □ Plan Christmas party □ Safeguarding training for staff check □ Quality of cover procedures □ LSB papers due
	14th	Tue	15:40 - 16:10 EDI Training 2 16:15 - 17:15 Year Teams 1 17:15 - 18:00 Optional Curriculum/RAP Meeting 1 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES			
	15th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall		
	16th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall		
	17th	Fri	7:45 - 8:00 Coffee and Croissant CPD		12:15 - 16:00 Friday PM Activities		
	18th	Sat					
	19th	Sun					
4	20th	Mon	08:10 Staff Briefing	GL Progress tests English and Maths and Science for Y7 commences	15:30 - 15:50 Y11 Assembly Student council Election week	Tasks for Week 4: □ Department performance review commences (HODs and Y11 HOL) □ Y11 College References (Y11 HOL) □ Review DDP □ All trackers in place (HODs)	Tasks for Week 4: □ Department performance review commences (LG) □ DPR engagement monitoring 1 report for LG □ Joint Headteachers' meeting (virtual) □ QA of LG LM minutes □ Check trackers are in place (LG) □ MM DPR Data follow up □ Homework quality check (LG) □ Share DPR data with HOLs
	21st	Tue	16:30 - 19:00 Y6 Open Evening	15:55 - 16:55 Y11 English ES	16:30 - 19:00 Y6 Open Evening		
	22nd	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall		
	23rd	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES	European Languages Day 14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall		
	24th	Fri	7:45 - 8:00 Coffee and Croissant CPD	GL Progress tests English and Maths and Science for Y7 ends	12:15 - 16:00 Friday PM Activities		
	25th	Sat					
	26th	Sun	Big Question 2 What can women do that men can't?				
5	27th	Mon	08:10 Staff Briefing Y11 College Tutors' References and Grades captured in SIMS opens	15:55 - 16:55 Y11 English ES Y11 Unit Focused Paper commences	15:30 - 15:50 Y11 Assembly Student council in place	Tasks for Week 5: □ Healthy Schools check 1 □ MM DPR Data follow up □ Live feedback scrutiny 1 □ DPR data used to improve submissions	Tasks for Week 5: □ Student File Check 1 □ Review staff absence trackers □ Pathway X Parents' Information Evening

28th	Tue	15:40 - 16:10 EDI Training 3 16:15 - 17:15 Departmental CPD 2 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES			
29th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall		
30th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall		18:15 - 19:30 Local School Board (in person)

Notes

October 2021

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Tasks	Senior Leader, HR and Admin Tasks	Key MAT and Governance Meetings
6	1st	Fri	7:45 - 8:00 Coffee and Croissant CPD			Tasks for Week 6: <input type="checkbox"/> Environment Check 1 (Site and HODs) <input type="checkbox"/> Plan Expressive Arts Week <input type="checkbox"/> Standardisation of DPR <input type="checkbox"/> Judgements and Grades for Y11	Tasks for Week 6: <input type="checkbox"/> Safeguarding Report to be completed <input type="checkbox"/> SEND Results Analysis <input type="checkbox"/> Pathway S Provision Report <input type="checkbox"/> Review temporary contracts <input type="checkbox"/> Start visa applications <input type="checkbox"/> Plan for leavers checklist <input type="checkbox"/> Exclusion Report 1 <input type="checkbox"/> GL Test Results	
	2nd	Sat						
	3rd	Sun						
	4th	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES	15:30 - 15:50 Y11 Assembly Prefects and student council meet with HT	<input type="checkbox"/> Homework quality check (HOD)	<input type="checkbox"/> Live feedback scrutiny 1	
	5th	Tue	15:40 - 16:10 EDI Training 4 16:15 - 17:15 Departmental CPD 3 X Trust meeting 1	15:30 - 16:30 Y11 Maths ES	Black History Month commences (subject to change)			
	6th	Wed	PGCE SE1 start date 7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			18:15 - 19:30 Finance and Personnel Committee (in person)
	7th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES	National poetry day 13:00 - 15:30 Careers Fair 14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	8th	Fri	7:45 - 8:00 Coffee and Croissant CPD Y11 College References and Grades captured in SIMS end		08:45 - 09:15 Parents' Coffee Morning 12:15 - 16:00 Friday PM Activities			
	9th	Sat						
	10th	Sun	Big Question 3 Do all lives matter? Mental Health Day					
7	11th	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES	15:30 - 15:50 Y11 Assembly	Tasks for Week 7: <input type="checkbox"/> Assignment quality check 1 <input type="checkbox"/> Y11 Tracker review HOD's	Tasks for Week 7: <input type="checkbox"/> SDP Check 1 <input type="checkbox"/> Star of the Half Term nominations 1 <input type="checkbox"/> DPR engagement monitoring 2 report for LG <input type="checkbox"/> Plan for upcoming staff induction day(s) <input type="checkbox"/> Staff attendance meeting <input type="checkbox"/> Schools' HR meeting <input type="checkbox"/> Half term parent letter <input type="checkbox"/> Tassomai updates <input type="checkbox"/> SEN update <input type="checkbox"/> Assignment quality check 1 <input type="checkbox"/> Single Central Record check <input type="checkbox"/> Homework quality check (LG)	
	12th	Tue	15:40 - 16:10 EDI Training 5 16:15 - 17:15 Departmental CPD 4 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES	Y8 Immunisations			
	13th	Wed	DPR Window 1 closes for Y11 only 7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			
	14th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	15th	Fri	7:45 - 8:00 Coffee and Croissant CPD		World Food Day 2021 12:15 - 16:00 Friday PM Activities			

	16th	Sat						
	17th	Sun						
8	18th	Mon	08:00 Staff Breakfast	15:55 - 16:55 Y11 English ES <i>Pass Tests Open (Y7 - Y10) (subject to change)</i>	Expressive Arts Week Y11 College application preparation 15:30 - 15:50 Y11 Assembly	Tasks for Week 8: <input type="checkbox"/> Behaviour Review 1 (HOL) <input type="checkbox"/> Y11 Review College References (Y11 HOL) <input type="checkbox"/> Department performance review ends <input type="checkbox"/> GL progress Test Results <input type="checkbox"/> Live feedback scrutiny 2	Tasks for Week 8: <input type="checkbox"/> Department performance review ends <input type="checkbox"/> Environment Check Feedback 1 (Site) <input type="checkbox"/> Y11 Learning Hub rotas and guidelines to LG <input type="checkbox"/> Review staff absence trackers <input type="checkbox"/> Complete and review HR dashboard <input type="checkbox"/> LG Prestigious College Interviews <input type="checkbox"/> Joint Headteachers' meeting (virtual) <input type="checkbox"/> QA of ECT minutes <input type="checkbox"/> TAP and Premier Pathway end of term report due <input type="checkbox"/> Careers report <input type="checkbox"/> LSB Papers due <input type="checkbox"/> ECT progress reports due <input type="checkbox"/> Half termly politeness awards <input type="checkbox"/> Arts carousel report	
	19th	Tue	15:40 - 16:10 EDI Training 6 16:15 - 17:15 Departmental CPD 5 17:15 - 18:00 Optional Curriculum/RAP Meeting 2	15:30 - 16:30 Y11 Maths ES	16:00 - 18:00 Y7 Parents Information Evening (Y7 Tutors only)			
	20th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			
	21st	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	22nd	Fri	7:45 - 8:00 Coffee and Croissant CPD	<i>Pass Tests (Y7 - Y10) end</i> Y11 College References and Grades captured in SIMS close BTEC registration deadline	Y6 Tours end 12:15 - 16:00 Friday PM Activities			
	23rd	Sat		09:00 - 12:00 Y11 Intervention				
	24th	Sun						
H	25th	Mon		09:00 - 15:00 Y11 Intervention				
	26th	Tue		09:00 - 15:00 Y11 Intervention				
	27th	Wed		09:00 - 15:00 Y11 Intervention				
	28th	Thu		09:00 - 15:00 Y11 Intervention				
	29th	Fri		09:00 - 15:00 Y11 Intervention				
	30th	Sat						
	31st	sun						

Notes

November 2021

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Tasks	Senior Leader, HR and Admin Tasks	Key MAT and Governance Meetings
9	1st	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club <i>HODs to submit Preliminary 1 Exam Entries to Exams Office</i>	16:30 - 17:30 MAS Parents Information Evening 15:30 - 15:50 Y11 Assembly	Tasks for Week 9: □ Y7-Y8 DT Carousel changeover □ Homework quality check (HOD)	Tasks for Week 9: □ Attendance Review 2 □ ES Tracker Check □ Staff Absence Update □ Behaviour Review Feedback 1 (LG) □ Y11 Learning Hub commences □ Section 11 Safeguarding report to LG □ Meet with Chair of LSB to agree agenda □ Staff induction checks □ Probation form entries □ SCR check meeting □ LG Prestigious College Interviews □ Y11 Tracker review □ Friday PM Activities report □ MAS report □ MM DPR Data follow up □ Live feedback scrutiny 2 □ Homework analysis □ ECT progress reports due □ Y11 Tracker review 1 □ Share DPR data with HO's	
	2nd	Tue	15:40 - 16:10 EDI Training 7 16:15 - 17:15 Departmental CPD 6 X Trust meeting 2 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES				
	3rd	Wed	7:45 - 8:00 Teaching and learning meeting	14:40 - 15:30 Y9 Expressive Art Carousel 15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			
	4th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	Diwali (school open) 14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	5th	Fri	7:45 - 8:00 Coffee and Croissant CPD		08:45 - 9:15 Parents' Coffee Morning 12:15 - 16:00 Friday PM Activities			
	6th	Sat		09:00 - 12:00 Y11 Intervention				
	7th	Sun	Big Question 4 When should I not like myself?					
10	8th	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club <i>Y11 Preliminary 1 Exam Timetable published to staff and students</i>	15:30 - 15:50 Y11 Assembly	Tasks for Week 10: □ RAG DDP and Y11 Underachievers Review (HOL) □ RAG DDP and Data Review 1 (Y11 only) HODs □ 3-Way Learning Y11 Conversations (SAF Focus) 1 commence (HOD) □ MM DPR Data follow up □ DPR data used to improve submissions	Tasks for Week 10: □ RAG DDP and Y11 Underachievers Review □ RAG DDP and Data Review 1 (Y11 only) □ 3-Way Learning Y11 Conversations (SAF Focus) 1 commence □ Staff Absence Meeting □ Attendance Review 1 Feedback (LG) □ DPR Engagement Monitoring 3 report for LG □ PHSE report □ Assemblies report □ Homework quality check (LG)	
	9th	Tue	15:40 - 16:10 EDI Training 8 16:15 - 17:15 Departmental CPD 7	15:30 - 16:30 Y11 Maths ES				
	10th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	National Anti-Bullying Week Literacy Competition 14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			
	11th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club 17:00 - 19:00 Y11 Progression Evening	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			18:15 - 19:30 Local School Board (virtual)
	12th	Fri	7:45 - 8:00 Coffee and Croissant CPD		12:15 - 16:00 Friday PM Activities			
	13th	Sat		09:00 - 12:00 Y11 Intervention				
	14th	Sun						

11	15th	Mon	08:10 staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	Road Safety Week 15:30 - 15:50 Y11 Assembly	Tasks for Week 11: □ Live feedback scrutiny 3	Tasks for Week 11: □ Equalities Survey □ Inclusion Survey □ Coaches booked for School Visits Day □ Quality of cover procedures □ Staff induction day(s) for Autumn term 2 starters	
	16th	Tue	15:40 - 16:10 EDI Training 9 17:15 - 18:00 Optional Curriculum/RAP Meeting 3 School Leaders 1 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES Drama GCSE Component 1 Exam Day 1				
	17th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club Drama GCSE Component 2 Exam Day 2	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			18:15 - 19:30 Finance and Personnel Committee (MAT F&P) (virtual)
	18th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly Spelling Bee sports hall			
	19th	Fri	7:45 - 8:00 Coffee and Croissant CPD 12:30 - 1:30 Twilight 2		Curu Nanak 12:15 - 16:00 Friday PM Activities			
	20th	Sat		09:00 - 12:00 Y11 Intervention				
	21st	Sun	Big Question 5 How can I become a millionaire?					
12	22nd	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club Y11 Preliminary 1 Examinations commence	Y11 College application preparation 15:30 - 15:50 Y11 Assembly	Tasks for Week 12: □ Y7 and Y10 focus (SAF) □ Student interviews on behaviour and safety (HOL) □ Homework quality check (HOD)	Tasks for Week 12: □ RAG SDF □ LAC Report □ EAL & Library Report □ QA of LG LM minutes □ MM DPR Data follow up □ Live feedback scrutiny 3 □ Coaching session for ECT mentor Visiting Fellow □ Share DPR data with HOLs	
	23rd	Tue	15:40 - 16:10 EDI Training 10 16:15 - 17:15 Departmental CPD 8	15:30 - 16:30 Y11 Maths ES	17:00 - 18:00 Alumni Certificate Evening			
	24th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			
	25th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX	08:30 - 15:30 Y10 Aspirations Day 14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	26th	Fri	7:45 - 8:00 Coffee and Croissant CPD		12:15 - 16:00 Friday PM Activities			
	27th	Sat		09:00 - 12:00 Y11 Intervention				
	28th	Sun						
13	29th	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	Y11 College application preparation 15:30 - 15:50 Y11 Assembly	Tasks for Week 13: □ Healthy Schools check 2 □ HOD Department capitation check □ Standardisation of DPR Judgements and Grades for Y7-10 □ MM DPR Data follow up □ DPR data used to improve submissions	Tasks for Week 13: □ Office Efficiency Survey □ HOD Department capitation check □ ES Tracker □ Staff Absence Update □ Pass Test Results □ Review staff absence trackers □ HOD English and Maths to begin MPA review □ Homework quality check (LG)	
	30th	Tue	15:40 - 16:10 EDI Training 11 16:15 - 17:15 Departmental CPD 9 X Trust meeting 3 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES				

Notes

December 2021

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Tasks	Senior Leader, HR and Admin Tasks	Key MAT and Governance Meetings
13	1st	Wed	7:45 - 8:00 Teaching and learning meeting	15:55 - 16:55 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	Y7 - Y11 Flu Vaccinations 14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall		<input type="checkbox"/> DPR engagement Monitoring 4 report for LG <input type="checkbox"/> Plan for upcoming staff induction day(s) <input type="checkbox"/> Tassomai updates <input type="checkbox"/> Mid phase review English and Maths	
	2nd	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	Y7 - Y11 Flu Vaccinations 14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	3rd	Fri	7:45 - 8:00 Coffee and Croissant CPD	Y11 Preliminary 1 Examinations end	08:45 - 9:15 Parents' Coffee Morning 12:15 - 16:00 Friday PM Activities			18:15 - 19:30 Exec Board (in person)
	4th	Sat		09:00 - 12:00 Y11 Intervention				
	5th	Sun	Big Question 6: Can great leaders be fools?					
14	6th	Mon	08:10 Staff Briefing	Exams Officer to update all Exam Policies and Procedures 15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	Y11 College application preparation 15:30 - 15:50 Y11 Assembly	Tasks for Week 14: <input type="checkbox"/> MTPs shared Department meeting <input type="checkbox"/> Assignment quality check 2 <input type="checkbox"/> Y10 Tracker review 1 HOD's	Tasks for Week 14: <input type="checkbox"/> SDP Check 2 <input type="checkbox"/> Staff induction day(s) for Spring term 1 starters <input type="checkbox"/> Star of the Half Term nominations 2 <input type="checkbox"/> End of Term parent letter <input type="checkbox"/> SEN update <input type="checkbox"/> Assignment quality check 2 <input type="checkbox"/> Single Central Record check <input type="checkbox"/> Deadline for MPA review <input type="checkbox"/> Deadline for mid phase review English and Maths	
	7th	Tue	15:40 - 16:10 EDI Training 12 16:15 - 17:15 Year Teams 2	15:30 - 16:30 Y11 Maths ES				
	8th	Wed	DPR Window 1 closes for Y7 - 10 7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall 17:00 Christmas Show			
	9th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	10th	Fri	7:45 - 8:00 Coffee and Croissant CPD Staff social event - MAT Christmas Party 18.00-23.00 (TBC)		12:15 - 16:00 Friday PM Activities			
	11th	Sat						
	12th	Sun						
15	13th	Mon	08:00 Staff Breakfast	15:30 - 16:30 Y7-Y10 Maths PX club	Charities Week 15:30 - 15:50 Y11 Rewards Assembly	Tasks for Week 15: <input type="checkbox"/> Behaviour Review 2 (HOL) <input type="checkbox"/> End of Term Newsletter to be sent to parents <input type="checkbox"/> Homework quality check (HOD)	Tasks for Week 15: <input type="checkbox"/> Wellbeing/workload meeting <input type="checkbox"/> QA of ECT minutes <input type="checkbox"/> TAP and Premier Pathway end of term report due <input type="checkbox"/> LSB Papers due <input type="checkbox"/> Chocolates and cards to ECT mentors <input type="checkbox"/> Termly formal ECT observations by Induction Tutor <input type="checkbox"/> Attitude of Gratitude certificates from students to staff <input type="checkbox"/> ECT progress reports due <input type="checkbox"/> Half termly politeness awards	
	14th	Tue			Y8 Immunisations			
	15th	Wed	7:45 - 8:00 Teaching and learning meeting Christmas lunch	15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Rewards Assembly sports hall 14:50 - 15:27 Y9 Rewards Assembly performance hall			

	16th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Rewards Assembly performance hall 14:50 - 15:24 Y8 Rewards Assembly sports hall		<input type="checkbox"/> Arts carousel report		
	17th	Fri	7:45 - 8:00 Coffee and Croissant CPD 12:15 Closure - Last day of term		Christmas Jumper Day				
	18th	Sat							
	19th	Sun							
H	20th	Mon		09:00 - 15:00 Y11 Intervention					
	21st	Tue		09:00 - 15:00 Y11 Intervention					
	22nd	Wed		09:00 - 15:00 Y11 Intervention					
	23rd	Thu		09:00 - 15:00 Y11 Intervention					
	24th	Fri							
	25th	Sat	Christmas Day						
	26th	Sun	Boxing Day						
H	27th	Mon							
	28th	Tue							
	29th	Wed							
	30th	Thu							
	31st	Fri							

Notes

January 2022

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Tasks	Senior Leader, HR and Admin Tasks	Key MAT and Governance Meetings	
H	1st	Sat	New Year's Day						
	2nd	Sun							
H	3rd	Mon							
	4th	Tue							
	5th	Wed							
	6th	Thu							
	8th	Sat							
	9th	Sun	Big Question 7: Did Dixie chicken ever hurt anyone?						
16	10th	Mon	08:10 Staff Briefing 12:30 - 14:30 PGCE Recruitment Drive	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	Y11 College application preparation 15:30 - 15:50 Y11 Assembly	Tasks for Week 16: <input type="checkbox"/> Y7-10 Underachievers' Review (HOLs) <input type="checkbox"/> Data Review 1 (Y10 only) starts <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 1 commence (HOD) <input type="checkbox"/> Standardisation of DPR Judgements and Grades for Y11 <input type="checkbox"/> Live feedback scrutiny 4 <input type="checkbox"/> Y7-Y9 Tracker/DPR review 1 HOLs	Tasks for Week 16 <input type="checkbox"/> Safeguarding Update <input type="checkbox"/> GRC1 Check 2 <input type="checkbox"/> Attendance Review Feedback 2 (LG) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 1 commence (LG) <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Meet with Chair of LSB to agree agenda <input type="checkbox"/> DPR Engagement Monitoring 5 (LG) <input type="checkbox"/> Behaviour Review Feedback 2 (LG) <input type="checkbox"/> Y7-Y10 Tracker review <input type="checkbox"/> Friday PM Activities report <input type="checkbox"/> MAS report <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> Homework analysis <input type="checkbox"/> Homework quality check (LG) <input type="checkbox"/> ECT progress reports due <input type="checkbox"/> Y10 Tracker review 1 <input type="checkbox"/> Share DPR data with HOLs		
	11th	Tue	15:40 - 16:10 EDI Training 13 16:15 - 17:15 Departmental CPD 10 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES					
	12th	Wed	7:45 - 8:00 Teaching and learning meeting	14:40 - 15:30 Y9 Expressive Art Carousel 15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall				
	13th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:24 Y8 Assembly sports hall Aspirations Day				
	14th	Fri	7:45 - 8:00 Coffee and Croissant CPD		12:15 - 16:00 Friday PM Activities				
	15th	Sat		09:00 - 12:00 Y11 Intervention					
	16th	Sun							
17	17th	Mon	08:10 Staff Briefing PMR Review 1	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	Y11 Preliminary 2 Exam Timetable published to staff and students 15:30 - 15:50 Y11 Assembly	Tasks for Week 17: <input type="checkbox"/> Data Review 1 (Y10 only) ends <input type="checkbox"/> Data Review 2 (Y11 only) starts <input type="checkbox"/> RAG DDP commences HOD and HOL Y11 <input type="checkbox"/> DPR Engagement Student Awards (HOL) <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> DPR data used to improve submissions	Tasks for Week 17: <input type="checkbox"/> Calendar formatting for 2021-22 commences <input type="checkbox"/> SEF Update and Review 2 (LG) <input type="checkbox"/> Y11 Underachievers' Review <input type="checkbox"/> Data Review 1 (Y10 only) <input type="checkbox"/> RAG DDP commences HOD and HOL Y11 <input type="checkbox"/> Safeguarding training for staff check <input type="checkbox"/> DPR Setup Process for the new academic year <input type="checkbox"/> BTEC review <input type="checkbox"/> PHSE report <input type="checkbox"/> Assemblies report <input type="checkbox"/> Y7-Y9 Tracker review 1		
	18th	Tue	Y11 Parents' Evening	15:30 - 16:30 Y11 Maths ES	16:30 - 19:00 Y11 Parents' Evening				
	19th	Wed	DPR Window 2 closes for Y11 only 7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall				
	20th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall				
	21st	Fri	7:45 - 8:00 Coffee and Croissant CPD	HODs to submit GCSE Exams Entries 2022 to Exams Officer	12:15 - 16:00 Friday PM Activities				
	22nd	Sat		09:00 - 12:00 Y11 Intervention					

	23rd	Sun	Big Question 8: What's happening to me?					
18	24th	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	15:30 - 15:50 Y11 Assembly	Tasks for Week 18: <input type="checkbox"/> Healthy Schools check 3 <input type="checkbox"/> Data Review 2 (Y11 only) end <input type="checkbox"/> Y7-Y8 DT Carousel changeover <input type="checkbox"/> Homework quality check (HOD)	Tasks for Week 18: <input type="checkbox"/> RAG SDF <input type="checkbox"/> Student File Check 2 <input type="checkbox"/> GRC1 Check 2 <input type="checkbox"/> EAL Progress Report <input type="checkbox"/> Set date for school leaders' open morning for the following half term <input type="checkbox"/> Review staff absence trackers <input type="checkbox"/> Start planning for world Book Day <input type="checkbox"/> Quality of cover procedures <input type="checkbox"/> Y11 Tracker review <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> Share DPR data with HOLs <input type="checkbox"/> Live feedback scrutiny 4 <input type="checkbox"/> Y11 Tracker review 2	
	25th	Tue	15:40 - 16:10 EDI Training 14 16:15 - 17:15 Year Team meeting 3 17:15 - 18:00 Optional Curriculum /RAP Meeting 4 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES				
	26th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall Spelling Bee Y7			18:15 - 19:30 Finance and Personnel Committee
	27th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	28th	Fri	7:45 - 8:00 Coffee and Croissant CPD PGCE SE1 end date 12:30 - 1:30 Twilight 3		12:15 - 16:00 Friday PM Activities			
	29th	Sat		09:00 - 12:00 Y11 Intervention				
	30th	Sun						
	31st	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	15:30 - 15:50 Y11 Assembly	<input type="checkbox"/> DPR data used to improve submissions		

Notes

February 2022

W	Date	Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader, HR and Admin Tasks	Key MAT and Governance Meetings
19	1st Tue	Y10 Parents' Evening	15:30 - 16:30 Y11 Maths ES	16:30 - 19:00 Y10 Parents' Evening	Tasks for Week 19: <input type="checkbox"/> Environment Check 2 (Site and HODs) <input type="checkbox"/> Assignment quality check 3 <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> 3-Way Learning Y11 <input type="checkbox"/> Conversations (SAF Focus) 2 commence (HOD)	Tasks for Week 19: <input type="checkbox"/> Star of the Half Term nominations 3 <input type="checkbox"/> Data Review 2 (Y11 only) <input type="checkbox"/> DPR engagement Monitoring 5 report for LG <input type="checkbox"/> Plan for upcoming staff induction day(s) <input type="checkbox"/> Review temporary contracts <input type="checkbox"/> Staff attendance meeting <input type="checkbox"/> Schools' HR meeting <input type="checkbox"/> Plan for leavers checks <input type="checkbox"/> Half term parent letter <input type="checkbox"/> Tassomai updates <input type="checkbox"/> QA of LG LM minutes <input type="checkbox"/> SEN update <input type="checkbox"/> Assignment quality check 3 <input type="checkbox"/> Single Central Record check <input type="checkbox"/> Careers report <input type="checkbox"/> Homework quality check (LG) <input type="checkbox"/> 3-Way Learning Y11 Conversations (SAF Focus) 2 commence (LG)	
	2nd Wed	7:45 - 8:00 Teaching and learning meeting Staff social event	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	DPR Engagement Award (assemblies) 14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			
	3rd Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	UKMT Challenge (Intermediate) (subject to change) DPR Engagement Award (assemblies) 14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	4th Fri	7:45 - 8:00 Coffee and Croissant CPD		08:45 - 9:15 Parents' Coffee Morning 12:15 - 16:00 Friday PM Activities			
	5th Sat		09:00 - 12:00 Y11 Intervention				
	6th Sun	Big Question 9: How do you determine if something is true?					
20	7th Mon	08:00 Staff Breakfast	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club Y11 Preliminary 2 Exam Timetable published to staff and students	15:30 - 15:50 Y11 Assembly Y10 Work Experience Week	Tasks for Week 20: <input type="checkbox"/> Examination Skills Tracker Review <input type="checkbox"/> Behaviour Review 3 (HOL)	Tasks for Week 20 <input type="checkbox"/> Trips day planning <input type="checkbox"/> SDP Check 3 <input type="checkbox"/> Exclusion Report 2 <input type="checkbox"/> SEND Report <input type="checkbox"/> Complete and review HR dashboard <input type="checkbox"/> QA of ECT minutes <input type="checkbox"/> TAP and Premier Pathway end of term report due <input type="checkbox"/> ECT progress reports due <input type="checkbox"/> Half termly politeness awards <input type="checkbox"/> Arts carousel report	
	8th Tue	15:40 - 16:10 EDI Training 15 16:15 - 17:15 Departmental CPD 11 X Trust Meeting 4 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES	Safer Internet Day 2022			
	9th Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			
	10th Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:24 Y8 Assembly sports hall			
	11th Fri	7:45 - 8:00 Coffee and Croissant CPD		12:15 - 16:00 Friday PM Activities			
	12th Sat		09:00 - 12:00 Y11 Intervention				
	13th Sun						
H	14th Mon		09:00 - 15:00 Y11 Intervention				
	15th Tue		09:00 - 15:00 Y11 Intervention				
	16th Wed		09:00 - 15:00 Y11 Intervention				

	17th	Thu		09:00 - 15:00 Y11 Intervention					
	18th	Fri		09:00 - 15:00 Y11 Intervention					
	19th	Sat		09:00 - 15:00 Y11 Intervention					
	20th	Sun	Big Question 10: Is catcalling ever a compliment?						
21	21st	Mon	08:10 Staff Briefing PMR Review 1 opens	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	Y11 Art Examination Visit 15:30 - 15:50 Y11 Assembly	Tasks for Week 21: <input type="checkbox"/> Attendance Review 3 (HOL) <input type="checkbox"/> Start Prestigious Colleges process <input type="checkbox"/> Homework quality check (HOD)	Tasks for Week 21: <input type="checkbox"/> ES Tracker <input type="checkbox"/> First draft of calendar to LG <input type="checkbox"/> Environment Check Feedback 2 (Site) <input type="checkbox"/> Behaviour Review Feedback 2 (LG) <input type="checkbox"/> Staff induction checks <input type="checkbox"/> Probation form entries <input type="checkbox"/> Staff induction day(s) for Spring term 2 starters <input type="checkbox"/> Review staff absence trackers <input type="checkbox"/> SCR check meeting <input type="checkbox"/> Friday PM Activities report <input type="checkbox"/> MAS report <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> Homework analysis <input type="checkbox"/> ECT progress reports due <input type="checkbox"/> LSB Papers due <input type="checkbox"/> Share DPR data with HOL's		
	22nd	Tue	PGCE SE2 start date Y8 Parents' Evening	15:30 - 16:30 Y11 Maths ES	16:30 - 19:00 Y8 Parents' and Options Evening				
	23rd	Wed	7:45 - 8:00 Teaching and learning meeting	14:40 - 15:30 Y9 Expressive Art Carousel 15:30 - 16:30 Y11 ScienceES 15:30 - 16:30 Y7-Y10 English PX club	Y8 Options Submissions Open 14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall				
	24th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall				
	25th	Fri	7:45 - 8:00 Coffee and Croissant CPD		12:15 - 16:00 Friday PM Activities				
	26th	Sat							
	27th	Sun							
	28th	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club Y11 Preliminary 2 Examinations commences	15:30 - 15:50 Y11 Assembly	<input type="checkbox"/> DPR data used to improve submissions			

Notes

March 2022

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader, HR and Admin Tasks	Key MAT Dates
22	1st	Tue	15:40 - 16:10 EDI Training 16 16:15 - 17:15 Departmental CPD 12 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES		Tasks for Week 22: □ MM DPR Data follow up □ Live feedback scrutiny 5	Tasks for Week 22: □ Attendance Review 3 Feedback (LG) □ DPR engagement monitoring 6 report for LG □ Homework quality check (LG)	
	2nd	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	9:00 - 12:00 School Leaders' Open Morning Y8 Options Submission Closes 14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			
	3rd	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	World Book Day - Whole School Fancy Dress Day 14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	4th	Fri	7:45 - 8:00 Coffee and Croissant CPD		08:45 - 9:15 Parents' Coffee Morning 12:15 - 16:00 Friday PM Activities			
	5th	Sat		09:00 - 12:00 Y11 Intervention				
	6th	Sun	Big Question 11: Does the sexual double standard still exist?					
23	7th	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	National Careers Week British Science Week 15:30 - 15:50 Y11 Assembly	Tasks for Week 23: □ Timetable Subjects Loadings to HODs	Tasks for Week 23: □ LAC Report □ Inclusion Report 2 □ Quality of cover procedures	
	8th	Tue	15:40 - 16:10 EDI Training 17 16:15 - 17:15 Year Teams 4 17:15 - 18:00 Optional Curriculum/RAP Meeting 5	15:30 - 16:30 Y11 Maths ES				
	9th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			18:15 - 19:30 Finance and Personnel Committee
	10th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			18:15 - 19:30 Local School Board
	11th	Fri	7:45 - 8:00 Coffee and Croissant CPD 12:30 - 1:30 Twilight 4	<i>Y11 Preliminary 2 Examinations end</i>	12:15 - 16:00 Friday PM Activities			
	12th	Sat		09:00 - 12:00 Y11 Intervention				
	13th	Sun						

24	14th	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	15:30 - 15:50 Y11 Assembly	Tasks for Week 24: <input type="checkbox"/> MTPs shared <input type="checkbox"/> Healthy Schools check 4 <input type="checkbox"/> Homework quality check (HOD)	Tasks for Week 24: <input type="checkbox"/> Staff Handbook and Calendar checklist circulated <input type="checkbox"/> End of term letter distributed to students <input type="checkbox"/> Plan for upcoming staff induction day(s) <input type="checkbox"/> QA of LG LM minutes <input type="checkbox"/> HoD English and Maths to begin MPA review <input type="checkbox"/> Mid phase review English and Maths begin <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> Live feedback scrutiny 5 <input type="checkbox"/> Share DPR data with HOLs	
	15th	Tue	15:40 - 16:10 EDI Training 18 16:15 - 17:15 Departmental CPD 13 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES	Yg Immunisations			
	16th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			
	17th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	18th	Fri	7:45 - 8:00 Coffee and Croissant CPD		12:15 - 16:00 Friday PM Activities			
	19th	Sat		09:00 - 12:00 Y11 Intervention				
	20th	Sun	Big Question 12: Should love ever hurt?					
25	21st	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club <i>Y10 Preliminary Examinations commence</i> <i>Y11 GCSE Timetable Published for Website</i>	15:30 - 15:50 Y11 Assembly	Tasks for Week 25: <input type="checkbox"/> HOD Department capitation check <input type="checkbox"/> Standardisation of DPR Judgements and Grades for Y11 <input type="checkbox"/> Assignment quality check 4 <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> DPR data used to improve submissions	Tasks for Week 25: <input type="checkbox"/> Star of the Half Term nominations 4 <input type="checkbox"/> Leaders of Lunch Rewards Cards <input type="checkbox"/> RAG SDP <input type="checkbox"/> DPR engagement monitoring 7 report for LG <input type="checkbox"/> Staff attendance meeting <input type="checkbox"/> Schools' HR meeting <input type="checkbox"/> Plan for leavers checks <input type="checkbox"/> HOD Department capitation check <input type="checkbox"/> End of term parent letter <input type="checkbox"/> Tassomai updates <input type="checkbox"/> SEN update <input type="checkbox"/> Assignment quality check 4 <input type="checkbox"/> Single Central Record check <input type="checkbox"/> Deadline for MPA review <input type="checkbox"/> Homework quality check (LG)	
	22nd	Tue	Yg Parents' Evening	15:30 - 16:30 Y11 Maths ES	16:30 - 19:00 Yg Parents' Evening			
	23rd	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall 17:00 - Easter Music competition			18:15 - 19:30 MAT Board
	24th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	25th	Fri	7:45 - 8:00 Coffee and Croissant CPD Staff social event	<i>Y10 Preliminary Examinations end</i>	08:45 - 09:15 Parents' Coffee Morning 12:15 - 16:00 Friday PM Activities			
	27th	Sun						
26	28th	Mon	08:00 Staff Breakfast	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club <i>Y11 GCSE Examination Timetable published to staff and students</i>	15:30 - 15:50 Y11 Rewards Assembly	Tasks for Week 26: <input type="checkbox"/> Behaviour Review 4 (HOL) <input type="checkbox"/> End of Term Newsletter to be sent to parents <input type="checkbox"/> Y11 Tracker review 3 HOD's	Tasks for Week 26: <input type="checkbox"/> New Calendar first draft <input type="checkbox"/> Handbook check <input type="checkbox"/> SDP Check 4 <input type="checkbox"/> Set date for school leaders' open morning for the following half term <input type="checkbox"/> Staff induction day(s) for Summer term 1 starters <input type="checkbox"/> Review staff absence trackers <input type="checkbox"/> Complete and review HR dashboard <input type="checkbox"/> QA of ECT minutes	
	29th	Tue	15:40 - 16:10 EDI Training 19 School Leaders 2 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES				
	30th	Wed	7:45 - 8:00 Teaching and learning meeting		14:50 - 15:20 Y7 Rewards Assembly sports hall			

			DPR 3 Window Closes for Y11 End of Term Newsletter to be sent to parents	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:27 Y9 Rewards Assembly performance hall		<input type="checkbox"/> TAP and Premier Pathway end of term report due <input type="checkbox"/> Deadline for mid phase review <input type="checkbox"/> Chocolates and cards to ECT mentors <input type="checkbox"/> Termly formal ECT observations by Induction Tutor <input type="checkbox"/> Attitude of Gratitude certificates from students to staff <input type="checkbox"/> ECT progress reports due <input type="checkbox"/> Half termly politeness awards <input type="checkbox"/> Coaching session for ECT mentor Visiting Fellow <input type="checkbox"/> Arts carousel report	
31st	Thu		15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Rewards Assembly sports hall			

Notes

April 2022

W			Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader, HR and Admin Tasks	Key MAT Dates	
	1st	Fri	7:45 - 8:00 Coffee and Croissant CPD 12:15 Closure - Last Day of Term						
	2nd	Sat	Ramadan commences						
	3rd	Sun							
H	4th	Mon							
	5th	Tue		09:00 - 15:00 Y11 Intervention					
	6th	Wed		09:00 - 15:00 Y11 Intervention					
	7th	Thu		09:00 - 15:00 Y11 Intervention					
	8th	Fri		09:00 - 15:00 Y11 Intervention					
	9th	Sat							
	10th	Sun							
H	11th	Mon		09:00 - 15:00 Y11 Intervention					
	12th	Tue		09:00 - 15:00 Y11 Intervention					
	13th	Wed		09:00 - 15:00 Y11 Intervention					
	14th	Thu		09:00 - 15:00 Y11 Intervention					
	15th	Fri	Good Friday						
	16th	Sat							
	17th	Sun	Big Question 13: Should we be happy at all costs?						
27	18th	Mon	Easter Monday						
	19th	Tue	08:10 Staff Briefing 15:40 - 16:1 EDI Training 20 16:15 - 17:15 Departmental CPD 14 K Trust Meeting 5	French and Spanish Speaking Exams Begin 15:30 - 16:30 Maths ES		Tasks for Week 27: <input type="checkbox"/> Attendance Review 5 (HOL) <input type="checkbox"/> Standardisation of DPR Judgements and Grades for Y11 <input type="checkbox"/> Y7-Y8 DT Carousel changeover <input type="checkbox"/> Live feedback scrutiny 6 <input type="checkbox"/> Homework quality check (HOD)	Tasks for Week 27: <input type="checkbox"/> Staff Absence Update <input type="checkbox"/> End of year checklist inception <input type="checkbox"/> SCR Check 3 <input type="checkbox"/> Behaviour Review Feedback 3 (LC) <input type="checkbox"/> Door Knocking commences <input type="checkbox"/> Staff induction checks Probation form entries SCR check meeting <input type="checkbox"/> Meetings and CPD overview 2022-2023 <input type="checkbox"/> Y7-Y10 Tracker review <input type="checkbox"/> Friday PM Activities report <input type="checkbox"/> MAS report <input type="checkbox"/> Homework analysis <input type="checkbox"/> ECT progress reports due <input type="checkbox"/> LSB Papers due <input type="checkbox"/> Y11 Tracker review 3 <input type="checkbox"/> Share DPR data with HOLs	Tasks for Term 3: <input type="checkbox"/> Assessment Updates <input type="checkbox"/> Budget <input type="checkbox"/> GB Skills Update <input type="checkbox"/> Monitoring Processes Check <input type="checkbox"/> SCR Check 3 <input type="checkbox"/> SDP / SEF Updates 3 New SDP Ideas <input type="checkbox"/> New Year Calendar <input type="checkbox"/> MM DPR Data follow up	
	20th	Wed	7:45 - 8:00 Teaching and learning meeting	14:40 - 15:30 Y9 Expressive Art Carousel 15:30 - 16:30 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly Spelling Bee performance hall				
	21st	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall				
	22nd	Fri	7:45 - 8:00 Coffee and Croissant CPD	French and Spanish Speaking Exams End	Earth Day 12:15 - 16:00 Friday PM Activities				
	23rd	Sat		09:00 - 12:00 Y11 Intervention					
	24th	Sun							
28	25th	Mon	08:10 Staff Briefing PMR Review 2	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	15:30 - 15:50 Y11 Assembly	Tasks for Week 28: <input type="checkbox"/> Data Review 3 (Y11 only) <input type="checkbox"/> RAG DDP commences HOD and HOL Y11	Tasks for Week 28: <input type="checkbox"/> GRC1 Check 3 <input type="checkbox"/> Y11 Examinations Checklist inception		

26th	Tue	15:40 - 16:10 EDI Training 21 16:15 - 17:15 Departmental CPD 15 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES		<ul style="list-style-type: none"> ☐ 3-Way Learning Y11 Conversations (SAF Focus) 3 commence (HOD) ☐ MM DPR Data follow up ☐ Y10 Tracker review HOD's ☐ DPR data used to improve submissions 	<ul style="list-style-type: none"> ☐ Attendance Review 4 Feedback (LG) ☐ Data Review 3 (Y11 only) ☐ RAG DDP commences HOD and HOL Y11 ☐ 3-Way Learning Y11 Conversations (SAF Focus) 3 commence (LG) ☐ Review staff absence trackers ☐ DPR engagement monitoring 8 report for LG ☐ PHSE report ☐ Assemblies report ☐ Homework quality check (LG) 	
27th	Wed	7:45 - 8:00 Teaching and learning meeting DPR Window 2 closes for Y7-10	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly Performance hall 16:30 - 18:00 Y11 Parents Forum			
28th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
29th	Fri	7:45 - 8:00 Coffee and Croissant CPD		12:15 - 16:00 Friday PM Activities			
30th	Sat		09:00 - 15:00 Y11 Intervention				

Notes

May 2022

W	Date	Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader, HR and Admin Tasks	Key MAT Dates			
	1st	Sun	Big Question 14: Why do bad things happen to good people? Ramadan Ends							
	2nd	Mon	Early May Bank Holiday (May Day)							
	3rd	Tues	Eid							
29	4th	Wed	7:45 - 8:00 Teaching and learning meeting 08:10 Staff Briefing 15:40 - 16:10 EDI Training 22 16:15 - 17:15 Year team meeting 5 17:15 - 18:00 Optional Curriculum/RAP Meeting 6	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club <i>External examinations commence</i>	Y8 Immunisations 14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall	Tasks for Week 29: <input type="checkbox"/> Proposed Set Lists to HODs from Data Manager <input type="checkbox"/> Y7-10 Underachievers' Review (HOLs) <input type="checkbox"/> Data Review 2 (Y10 only) <input type="checkbox"/> DPR Engagement Student Awards (HOL) <input type="checkbox"/> Y7-Y9 DPR/Tracker check HOLs	Tasks for Week 29: <input type="checkbox"/> SEF Update and Review 3 (LG) <input type="checkbox"/> Y7-10 Underachievers' Review (HOL) <input type="checkbox"/> Data Review 4 (Y10 only) <input type="checkbox"/> Safeguarding training for staff check <input type="checkbox"/> Staff Survey (SDP) <input type="checkbox"/> Student Survey (SDP) <input type="checkbox"/> Quality of cover procedures <input type="checkbox"/> Y11 Tracker review <input type="checkbox"/> Live feedback scrutiny 6			
	5th	Thu	15:50 - 18:00 Leadership Group Meeting 29	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club <i>Y11 GCSE Art Examination Day 1</i>	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			18:15 - 19:30 Local School Board		
	6th	Fri	7:45 - 8:00 Coffee and Croissant CPD 12:30 - 1:30 Twilight 5	<i>Y11 GCSE Art Examination Day 2</i>	12:15 - 16:00 Friday PM Activities					
	7th	Sat		09:00 - 15:00 Y11 Intervention						
	8th	Sun								
	9th	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	Handwriting Improvement Competition commences Head student applications open Mental Health Awareness Week 15:30 - 15:50 Y11 Assembly			Tasks for Week 30: <input type="checkbox"/> Y8 and Y9 DPR dip sample/tracker check <input type="checkbox"/> SDP Ideas in LM <input type="checkbox"/> Healthy Schools check 5 <input type="checkbox"/> Homework quality check (HOD) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 2 commence (HOD)	Tasks for Week 30: <input type="checkbox"/> School Census Return <input type="checkbox"/> Student File Check 3 <input type="checkbox"/> Trust staffing meeting <input type="checkbox"/> QA of LG LM minutes <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 2 commence (LG) <input type="checkbox"/> Y7-Y10 DPR/Tracker check <input type="checkbox"/> Share DPR data with HOLs	
	10th	Tue	16:30 - 19:00 Y7 Parents' Evening	15:30 - 16:30 Y11 Maths ES	16:30 - 19:00 Y7 Parents' Evening					
30	11th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall 16:30 - 17:30 MAS Parents Information Evening					
	12th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall		18:15 - 19:30 Finance and Personnel Committee			
	13th	Fri	7:45 - 8:00 Coffee and Croissant CPD		08:45 - 09:15 Parents' Coffee Morning 12:15 - 16:00 Friday PM Activities					
	14th	Sat		09:00 - 15:00 Y11 Intervention						
	15th	Sun	Big Question 15: Can one cut of a knife cost a life?							
31	16th	Mon	08:10 staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	15:30 - 15:50 Y11 Assembly	Tasks for Week 31: <input type="checkbox"/> Environment Check 3 (Site and HODs) <input type="checkbox"/> Assignment quality check 5	Tasks for Week 31: <input type="checkbox"/> SDP Check 5 <input type="checkbox"/> EAL & Library Report			

	17th	Tue	15:40 - 16:10 EDI Training 23 16:15 - 17:15 Departmental CPD 16 17:15 - 18:00 Optional Curriculum/RAP Meeting 7 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES		<ul style="list-style-type: none"> <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> DPR data used to improve submissions 	<ul style="list-style-type: none"> <input type="checkbox"/> Leadership Group Conference Plan <input type="checkbox"/> Star of the Half Term nominations 5 <input type="checkbox"/> DPR engagement monitoring report for LG <input type="checkbox"/> Plan for upcoming staff induction day(s) <input type="checkbox"/> Staff attendance meeting <input type="checkbox"/> Schools' HR meeting <input type="checkbox"/> Plan for leavers checks <input type="checkbox"/> End of half term parent letter <input type="checkbox"/> Tassomai updates <input type="checkbox"/> SEN update <input type="checkbox"/> Assignment quality check 5 <input type="checkbox"/> Single Central Record check <input type="checkbox"/> Homework quality check (LG) <input type="checkbox"/> ECT Induction report 1 due 	
	18th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	Head student applications close 14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			
	19th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	20th	Fri	7:45 - 8:00 Coffee and Croissant CPD Staff social event (time tbc)		Handwriting Improvement Competition Ends 12:15 - 16:00 Friday PM Activities			
	21st	Sat		09:00 - 15:00 Y11 Intervention				
	22nd	Sun						
32	23rd	Mon	08:00 Staff Breakfast	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	15:30 - 15:50 Y11 Assembly	Tasks for Week 32: <ul style="list-style-type: none"> <input type="checkbox"/> Attendance Review 6 (HOL) <input type="checkbox"/> Behaviour Review 5 (HOL) 	Tasks for Week 32: <ul style="list-style-type: none"> <input type="checkbox"/> School Calendar signed off <input type="checkbox"/> Staff Absence <input type="checkbox"/> Premises walk - HT/SBM <input type="checkbox"/> Furniture / chairs check <input type="checkbox"/> Finalise CPD programme for next year <input type="checkbox"/> Review staff absence trackers <input type="checkbox"/> Review Trust HR policies <input type="checkbox"/> Complete and review HR dashboard <input type="checkbox"/> QA of ECT minutes <input type="checkbox"/> TAP and Premier Pathway end of term report due <input type="checkbox"/> Careers report <input type="checkbox"/> ECT progress reports due <input type="checkbox"/> Half termly politeness awards <input type="checkbox"/> Arts carousel report 	
	24th	Tue		15:30 - 16:30 Y11 Maths ES	Y9 Immunisations			
	25th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	Y10 Stratford trip 14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			
	26th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	Y10 Stratford trip 14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			18:15 - 19:30 Exec Board
	27th	Fri	7:45 - 8:00 Coffee and Croissant CPD PGCE SE2 end date		12:15 - 16:00 Friday PM Activities			
	28th	Sat						
	29th	Sun						
	30th	Mon			Bank Holiday			

Notes

June 2022

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader, HR and Admin Tasks	Key MAT Dates
H	31st	Tue		09:00 - 15:00 Y11 Intervention				
	1st	Wed		09:00 - 15:00 Y11 Intervention				
	2nd	Thu		09:00 - 15:00 Y11 Intervention				
	3rd	Fri		09:00 - 15:00 Y11 Intervention				
	4th	Sat						
	5th	Sun	Big Question 16: Do we really have freedom of expression ?					
33	6th	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	15:30 - 15:50 Y11 Assembly	Tasks for Week 33: <input type="checkbox"/> Proposed set lists to HODS from Data Manager <input type="checkbox"/> MTPs shared for new academic year <input type="checkbox"/> Homework quality check (HOD)	Tasks for Week 33: <input type="checkbox"/> RAG SDF <input type="checkbox"/> Behaviour Review 4 ends (LG) <input type="checkbox"/> Final Calendar circulated <input type="checkbox"/> Office Efficiency Survey <input type="checkbox"/> Attendance Review <input type="checkbox"/> School Census Deadline <input type="checkbox"/> Environment Check Feedback 3 (Site) <input type="checkbox"/> Attendance Review 5 (LG) <input type="checkbox"/> Review GDPR Procedures <input type="checkbox"/> Staff induction checks <input type="checkbox"/> Probation form entries <input type="checkbox"/> Staff induction day(s) for Summer term 2 starters <input type="checkbox"/> Plan for NQT induction day(s) <input type="checkbox"/> Review temporary contracts <input type="checkbox"/> Prepare next year's attendance trackers <input type="checkbox"/> SCR check meeting <input type="checkbox"/> Friday PM Activities report <input type="checkbox"/> MAS report <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> Homework analysis <input type="checkbox"/> ECT progress reports due <input type="checkbox"/> LSB Papers due <input type="checkbox"/> Share DPR data with HOLs	
	7th	Tue	15:40 - 16:10 EDI Training 24 16:15 - 17:15 Departmental CPD 17 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y11 Maths ES				
	8th	Wed	7:45 - 8:00 Teaching and learning meeting	14:40 - 15:30 Y9 Expressive Art Carousel 15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall			
	9th	Thu	15:50 - 18:00 Leadership Group Meeting PMR Review 2 opens	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall			
	10th	Fri	7:45 - 8:00 Coffee and Croissant CPD		12:15 - 16:00 Friday PM Activities			
	11th	Sat						
	12th	Sun						
34	13th	Mon	08:10 Staff Briefing	15:55 - 16:55 Y11 English ES 15:30 - 16:30 Y7-Y10 Maths PX club	15:30 - 15:50 Y11 Assembly	Tasks for Week 34: <input type="checkbox"/> Draft timetable circulated to HODs for checking <input type="checkbox"/> Standardisation of DPR Judgements and Grades for Y7-Y10 <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> Live feedback scrutiny 7 <input type="checkbox"/> DPR data used to improve submissions	Tasks for Week 34: <input type="checkbox"/> New SEF/SDP circulated for discussion and implementation <input type="checkbox"/> Premises plan updated <input type="checkbox"/> DPR engagement monitoring 10 report for LG <input type="checkbox"/> BTEC review <input type="checkbox"/> Mid phase review English and Maths begins <input type="checkbox"/> Homework quality check (LG)	
	14th	Tue	15:40 - 16:10 EDI Training 25 16:15 - 17:15 Departmental CPD 18	15:30 - 16:30 Y11 Statistics ES	17:00 - 18:00 Y10 Parents' information evening in preparation for Y11			
	15th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y11 Science ES 15:30 - 16:30 Y7-Y10 English PX club	Y8 Immunisations 9:00 - 12:00 School Leaders' Open Morning 14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall Y9 Stratford trip			
	16th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y11 Humanities ES Y11 GCSE ES Finishes 15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall Y9 Stratford trip			
	17th	Fri	7:45 - 8:00 Coffee and Croissant CPD		12:15 - 16:00 Friday PM Activities			
							18:15 - 19:30 Finance and Personnel Committee	

				<i>Year 10 Exam Skills commence</i>					
	18th	Sat							
	19th	Sun	Big Question 17: Is torture ever justified?						
35	20th	Mon	08:10 Staff Briefing	15:30 - 16:30 Y7-Y10 Maths PX club	15:30 - 15:50 Y11 Assembly	Tasks for Week 35: <input type="checkbox"/> Y10 DPR/Tracker review HOD's	Tasks for Week 35: <input type="checkbox"/> LAC Report <input type="checkbox"/> EAL Progress Report <input type="checkbox"/> Review Health and Safety <input type="checkbox"/> Safeguarding training for staff check <input type="checkbox"/> Review statutory risk assessments <input type="checkbox"/> ECT induction day(s) <input type="checkbox"/> Quality of cover procedures <input type="checkbox"/> HoD English and Maths to begin MPA review <input type="checkbox"/> Mid phase review deadline <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> Share DPR data with HOL's	18:15 - 19:19.30 Local School Board	
	21st	Tue	15:40 - 16:10 EDI Training 26 16:15 - 17:15 Departmental CPD 19 17:20 - 17:50 ECT PD Session						
	22nd	Wed	7:45 - 8:00 Training and learning meeting DPR Window 3 for Y7-Y10 closes	15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall 16:30 - 19:00 Y6 Parents Transition Evening				
	23rd	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y7-Y10 Science PX club	08:30 - 15:30 Transition Day for New Y7 14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall				
	24th	Fri	CST Conference 7:45 - 8:00 Coffee and Croissant CPD 12:30 - 1.30 Twilight 6	<i>External examinations end</i>	12:15 - 16:00 Friday PM Activities				
	25th	Sat	CST Conference						
	26th	Sun							
36	27th	Mon	08:10 Staff Briefing	15:30 - 16:30 Y10 English ES 15:30 - 16:30 Y7-Y10 Maths PX club <i>GL Progress tests for Y7 Eng & Ma commences</i> <i>GL Progress tests for Y8 & Y9 Eng, Ma and Sci commences</i>		Tasks for Week 36: <input type="checkbox"/> Y7-Y8 DT Carousel changeover <input type="checkbox"/> MM DPR Data follow up <input type="checkbox"/> Homework quality check (HOD) <input type="checkbox"/> Y7-Y9 Tracker check HOL's <input type="checkbox"/> DPR data used to improve submissions	Tasks for Week 36: <input type="checkbox"/> SDP Check 6 <input type="checkbox"/> School Visits briefing <input type="checkbox"/> Plan for upcoming staff induction day(s) <input type="checkbox"/> Review staff absence trackers <input type="checkbox"/> Arrange scanning of leaver files <input type="checkbox"/> QA of LG LM minutes <input type="checkbox"/> Deadline for MPA review <input type="checkbox"/> Live feedback scrutiny 7		
	28th	Tue	16:15 - 17:15 New Year Teams 6 17:15 - 18:00 Optional Curriculum/RAP Meeting 8	<i>Y9 GCSE Preliminary Art Examination Day 1</i> 15:30 - 16:30 Y10 Maths ES	18:00 - 19:30 Summer Show Primary Performance				
	29th	Wed	7:45 - 8:00 Teaching and learning meeting	15:30 - 16:30 Y10 Science ES 15:30 - 16:30 Y7-Y10 English PX club	Y10 Stratford trip Y10 Coast trip 14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall 17:00 - Summer Show				
	30th	Thu	15:50 - 18:00 Leadership Group Meeting	15:30 - 16:30 Y7-Y10 Science PX club	Y10 Stratford trip Y10 Coast trip 13:00 - 15:30 Spelling Bee final 14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall				

Notes

July 2022

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Tasks and Monitoring	Senior Leader, HR and Admin Tasks	Key MAT Dates			
36	1st	Fri	7:45 - 8:00 Coffee and Croissant CPD		12:15 - 16:00 Friday PM Activities						
	2nd	Sat									
	3rd	Sun	Big Question 18: Tell me who your friends are and I'll tell you - who you are' - is this true?								
37	4th	Mon	08:10 Staff Briefing	15:30 - 16:30 Y10 English ES 15:30 - 16:30 Y7-Y10 Maths PX club		Tasks for Week 37: <input type="checkbox"/> Behaviour Review 6 (HOL) <input type="checkbox"/> Y7-Y10 Underachievers' Review (HOL) <input type="checkbox"/> Data Review 3 (Y10 only) <input type="checkbox"/> Y10 Learning Conversations (SAF Focus) 3 commence (HOD) <input type="checkbox"/> Arrange handover meetings with appropriate leaders <input type="checkbox"/> HOD Department capitation check	Tasks for Week 37: <input type="checkbox"/> Star of the Half Term nominations 6 <input type="checkbox"/> Plan for summer results day publicity <input type="checkbox"/> Assignment Analytics 6 <input type="checkbox"/> Data Review 5 (Y10 only) <input type="checkbox"/> Y10 Learning Conversations (SAF Focus) 3 commence (LG) <input type="checkbox"/> Y7-Y10 Underachievers' Review (LG) <input type="checkbox"/> DPR engagement monitoring 11 report for LG <input type="checkbox"/> Staff attendance meeting <input type="checkbox"/> Schools' HR meeting <input type="checkbox"/> Update HR checklists and trackers if required <input type="checkbox"/> Plan for leavers checks <input type="checkbox"/> HOD Department capitation check <input type="checkbox"/> Tassomai updates <input type="checkbox"/> Homework quality check (LG)				
	5th	Tue	School Leaders 3 17:15 - 18:00 Optional Curriculum/RAP Meeting 9 17:20 - 17:50 ECT PD Session	15:30 - 16:30 Y10 Maths ES	17:00 - 18:00 Awards Evening						
	6th	Wed	7:45 - 8:00 Teaching and learning meeting	Y10 GCSE Preliminary Art Examination Day 1 15:30 - 16:30 Y10 Science ES 15:30 - 16:30 Y7-Y10 English PX club	14:50 - 15:20 Y7 Assembly sports hall 14:50 - 15:27 Y9 Assembly performance hall						
	7th	Thu	15:50 - 18:00 Leadership Group Meeting	Y10 GCSE Preliminary Art Examination Day 2 15:30 - 16:30 Y7-Y10 Science PX club	12:00 Spelling Bee BBQ in the Sensory Garden 14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall 19:00 - 23:00 Y11 Prom Art and Photography Exhibition (TBC)				18:15 - 19:30 Exec Board		
	8th	Fri	7:45 - 8:00 Coffee and Croissant CPD 12:30 - 1:30 Twilight 7	Exam Skills Ends for Y10 GL Progress tests for Y7 Eng & Ma ends GL Progress tests for Y8 & Y9 Eng, Ma & Sci ends	08:45 - 09:15 Parents' Coffee Morning 12:15 - 16:00 Friday PM Activities						
	9th	Sat									
	10th	Sun									
	11th	Mon	Eid								
38	12th	Tue	08:10 Staff Briefing 16:15 - 17:15 Departmental CPD 20			Tasks for Week 38: <input type="checkbox"/> Diarise new calendar dates <input type="checkbox"/> Assignment quality check 6	Tasks for Week 38: <input type="checkbox"/> Behaviour Review Feedback 5 (LG) <input type="checkbox"/> DPR staff engagement awards <input type="checkbox"/> Staff induction day(s) for Autumn term 1 starters <input type="checkbox"/> Prepare packs for inset days <input type="checkbox"/> Review staff absence trackers <input type="checkbox"/> Complete and review HR dashboard <input type="checkbox"/> End of term parent letter <input type="checkbox"/> Y7-Y10 Tracker review <input type="checkbox"/> SEN update <input type="checkbox"/> Assignment quality check 6 <input type="checkbox"/> Year Team data dashboard completed <input type="checkbox"/> Single Central Record check <input type="checkbox"/> QA of ECT minutes <input type="checkbox"/> TAP and Premier Pathway end of term report due <input type="checkbox"/> Chocolates and cards to ECT mentors <input type="checkbox"/> Termly formal ECT observations by Induction Tutor				
	13th	Wed	7:45 - 8:00 Teaching and learning meeting 08:30 - 15:30 Sports Day (with HNS)	15:30 - 16:30 Y7-Y10 English PX club	08:30 - 15:30 Sports Day (with HNS)						
	14th	Thu	15:50 - 18:00 Leadership Group Meeting End of Term Newsletter to be sent to parents	15:30 - 16:30 Y7-Y10 Science PX club	14:50 - 15:30 Y10 Assembly performance hall 14:50 - 15:24 Y8 Assembly sports hall						
	15th	Fri	7:45 - 8:00 Coffee and Croissant CPD		12:15 - 16:00 Friday PM Activities						

							<input type="checkbox"/> Attitude of Gratitude certificates from students to staff <input type="checkbox"/> ECT progress reports due <input type="checkbox"/> Half termly politeness awards <input type="checkbox"/> Arts carousel report	
	16th	Sat						
	17th	Sun						
39	18th	Mon	08:00 Staff Breakfast (No Meetings) 15:50 - 16:50 The Great Throwout	15:30 - 16:30 Y7-Y10 Maths PX club	Charities Week	Tasks for Week 39: <input type="checkbox"/> Bin Bag Day	Tasks for Week 39: <input type="checkbox"/> The Great Throw-out	
	19th	Tue	Staff Social Event		8:30 - 15:30 Whole school trip day			
	20th	Wed	12:15pm Closure - Last Day of Term					
	21st	Thu						
	22nd	Fri						

Notes