

September 2018

W	Date	Staff Meeting, CPD and DPR	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Examinations and Interventions	Key MAT and Governance Meetings	
0	2nd Sun	Big Question for week 1: How do I change my life?						
1	3 rd Mon	Staff Training Day 1 Window 1 opens for all year groups	School closed to students	Tasks for Week 1: <input type="checkbox"/> Examination Results Analysis Report Commences (HOD) <input type="checkbox"/> New DDP <input type="checkbox"/> Examination reflection (HODs and HOL Y11) <input type="checkbox"/> Induct new staff in key processes (DPR, etc.)	Tasks for Week 1: <input type="checkbox"/> Diarise and plan for Middle Leader examination analysis meetings <input type="checkbox"/> Overtime planning <input type="checkbox"/> Discuss new SDP <input type="checkbox"/> Discuss new targets <input type="checkbox"/> SCR Check 1 <input type="checkbox"/> LG to meet new staff <input type="checkbox"/> All LM meetings scheduled in Google Calendar		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 <input type="checkbox"/> New SDP / SEF 1 <input type="checkbox"/> MAS Report <input type="checkbox"/> Review of PCT <input type="checkbox"/> Safeguarding Report <input type="checkbox"/> Key Departments Report to LSB <input type="checkbox"/> 2017 - 18 Sanctions Analysis <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	
	4 th Tues	08:00 New Staff Breakfast with LG Staff Training Day 2 14:50 - 15:50 Departmental Meeting 1 16:00 - 18:00 Leadership Group Meeting 1	School closed to students					
	5 th Wed	Performance Management Review commences Professional Competencies Tracker 1 opens	All students return (staggered start) P1 - Y7, P3 - Y8, Y9, Y10 and Y11 School Photographs (Y7)					
	6 th Thur	15:50 - 18:00 Leadership Group Meeting 2						
	7 th Fri	16:00 Staff Welcome Party	Celebration of International Literacy Day - Treasure Hunt					
	8 th Sat							
	9 th Sun	Big Question for week 2: Are we all just selfish?						
	2	10 th Mon	08:15 Staff Briefing 14:50 - 15:50 School Leaders 1 16:00 - 17:00 Professional Development Session 1 16:00 - 17:00 Optional Curriculum Meeting 1					Leaders of Lunch Y10 all week 18:00 - 19:30 Friends of Forest Gate Meet and Greet
11 th Tues				14:40 - 15:40 Y11 Science ES				
12 th Wed				15:30 - 16:30 Y11 Maths ES				
13 th Thur		15:50 - 18:00 Leadership Group Meeting 3 15:30 - 16:30 Whole-school Detention 1		15:30 - 16:30 Y11 Humanities ES <i>Y7 Baseline Tests end</i>				
14 th Fri				18:15 - 19:30 Local School Board				
15 th Sat			9:00 - 10:30 Headteacher's Detention 1	Examination Appeals deadline 14:40 - 15:40 Y11 MFL ES				
16 th Sun		Big Question for week 3: What would life be like without sight and sound?						
3		17 th Mon	08:15 Staff Briefing 14:50 - 15:50 Departmental Meeting 2 Y11 focus 16:00 - 17:00 Twilight 1 17:00 - 18:00 Twilight DPR 1	Leaders of Lunch Y9 all week	Tasks for Week 3: <input type="checkbox"/> Feedback Scrutiny 1 (SAF Focus) <input type="checkbox"/> Middle Leader Examination Analysis Meetings Commence (HODs and Y11 HOL) <input type="checkbox"/> Y11 College References (Y11 HOL)	Tasks for Week 3: <input type="checkbox"/> Middle Leader Examination Analysis Meetings Commence (LG)	15:30 - 16:30 Y11 English ES	
	18 th Tues			14:40 - 15:40 Y11 Science ES				
	19 th Wed			15:30 - 16:30 Y11 Maths ES				
	20 th Thur	15:50 - 18:00 Leadership Group Meeting 4 15:30 - 16:30 Whole-school Detention 2		15:30 - 16:30 Y11 Humanities ES				
	21 st Fri			14:40 - 15:40 Y11 MFL ES				
	22 nd Sat		9:00 - 10:30 Headteacher's Detention 2					
	23 rd Sun	Big Question for week 4: Are some people more equal than others?						
	4	24 th Mon	08:15 Staff Briefing Norwegian School Staff Visit to FG (all day) (WH)	Leaders of Lunch Y8 all week 17:00 - 18:00 Master Mission Awards Evening			Tasks for Week 4: <input type="checkbox"/> Optional Line Management Week 1 <input type="checkbox"/> Snack Attack 1 <input type="checkbox"/> Assignment Quality Check 1 <input type="checkbox"/> HOD Food to circulate plan for World Food Day	
25 th Tues		14:50 - 15:50 Departmental Meeting 3 Y7 and Y10 focus		14:40 - 15:40 Y11 Science ES				

		16:00 - 17:00 Professional Development Session 2 16:00 - 17:00 Optional Curriculum Meeting 2					
26 th	Wed		17:00 - 18:00 Master Mission Awards Evening			15:30 - 16:30 Y11 Maths ES	18:15 - 19:30 Finance and Personnel Committee
27 th	Thur	15:50 - 18:00 Leadership Group Meeting 5 15:30 - 16:30 Whole-school Detention 3				15:30 - 16:30 Y11 Humanities ES	
28 th	Fri					14:40 - 15:40 Y11 MFL ES	
29 th	Sat		9:00 - 10:30 Headteacher's Detention 3				
30 th	Sun	Big Question for week 5: Should we kill the rich?					

Notes

October 2018

W	Date	Staff Meeting, CPD and DPR	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Examinations and Interventions	Key MAT and Governance Meetings	
5	1 st	Mon	08:15 Staff Briefing Y11 College Tutors' References and Grades captured in SIMS opens	Leaders of Lunch Y10 all week East London History Month commences	Tasks for Week 5: <input type="checkbox"/> Environment Check 1 (Site and HODs)	Tasks for Week 5: <input type="checkbox"/> Feedback Scrutiny 1 (SAF Focus) <input type="checkbox"/> Safeguarding Children Report to be Completed <input type="checkbox"/> Assignment Quality Check 1 <input type="checkbox"/> SEND Results Analysis	15:30 - 16:30 Y11 English ES	18:15 - 19:30 Students, Standards and Community Committee
	2 nd	Tues	14:50 - 15:50 Year Teams 1 16:00 - 17:00 Professional Development Session 3			14:40 - 15:40 Y11 Science ES		
	3 rd	Wed		16:30 - 19:00 Open Evening			15:30 - 16:30 Y11 Maths ES	
	4 th	Thur	15:50 - 18:00 Leadership Group Meeting 6 15:30 - 16:30 Whole-school Detention 4	National Poetry Day Poetry Competition - Real Wealth			15:30 - 16:30 Y11 Humanities ES	
	5 th	Fri		08:40 - 12:20 Careers Fair			14:40 - 15:40 Y11 MFL ES	
	6 th	Sat		9:00 - 10:30 Headteacher's Detention 4				
	7 th	Sun	Big Question for week 6: If life is meant to be sweet, why do we need a sugar tax?					
6	8 th	Mon	08:15 Staff Briefing	Leaders of Lunch Y9 all week	Tasks for Week 6: <input type="checkbox"/> Standardisation of DPR Judgements and Grades for Y11 <input type="checkbox"/> Assignment Analytics 1	Tasks for Week 6: <input type="checkbox"/> Star of the Half Term Nominations 1 <input type="checkbox"/> Smart Skills Results Analysis <input type="checkbox"/> Pathway 5 Provision Report	15:30 - 16:30 Y11 English ES	18:15 - 19:30 Exec Board
	9 th	Tues	14:50 - 15:50 Departmental Meeting 4 Y8 and Y9 focus and MTPs shared 16:00 - 17:00 Twilight 2 17:00 - 18:00 Twilight DPR 2	Young Mayor Elections (TBC)			14:40 - 15:40 Y11 Science ES	
	10 th	Wed		09:00 - 12:00 Open Morning			15:30 - 16:30 Y11 Maths ES	
	11 th	Thur	15:50 - 18:00 Leadership Group Meeting 7 15:30 - 16:30 Whole-school Detention 5	09:00 - 12:00 Open Morning			15:30 - 16:30 Y11 Humanities ES	
	12 th	Fri		08:45 - 09:15 Parents' Coffee Morning Drop-in 1 (Theme Y7 Parents)			14:40 - 15:40 Y11 MFL ES	
	13 rd	Sat		9:00 - 10:30 Headteacher's Detention 5				
	14 th	Sun	Big Question for week 7: Why do we build walls?					
7	15 th	Mon	08:05 Staff Breakfast	Expressive Arts Week Leaders of Lunch Y8 all week	Tasks for Week 7: <input type="checkbox"/> All Trackers in Place (HODs) <input type="checkbox"/> Behaviour Review 1 (HOL)	Tasks for Week 7: <input type="checkbox"/> SDP Check 1 <input type="checkbox"/> Check Trackers are in Place (LG) <input type="checkbox"/> Middle Leader Examination Analysis meetings End <input type="checkbox"/> Environment Check Feedback 1 (Site) •Assignment Analytics 1	Pass Tests Open (Y7 - Y10) commence 15:30 - 16:30 Y11 English ES	
	16 th	Tues	14:50 - 15:50 Staff Meeting 1 16:00 - 17:00 Professional Development Session 4 16:00 - 17:00 Optional Curriculum Meeting 3	World Food Day 2018 (NS) 16:00 - 18:00 Y7 Parents' Information Evening (Y7 Tutors only)			14:40 - 15:40 Y11 Science ES	
	17 th	Wed					15:30 - 16:30 Y11 Maths ES	
	18 th	Thur	15:50 - 18:00 Leadership Group Meeting 8 15:30 - 16:30 Whole-school Detention 6				15:30 - 16:30 Y11 Humanities ES	
	19 th	Fri	Performance Management Review ends Professional Competencies Tracker 1 close DPR Window 1 closes for Y11 only Y11 College Tutors' References and Grades captured in SIMS Close				14:40 - 15:40 Y11 MFL ES	
	20 th	Sat						
H	21 st	Sun						
	22 nd	Mon				09:00 - 15:00 Y11 Intervention		
	23 rd	Tues				09:00 - 15:00 Y11 Intervention		
	24 th	Wed				09:00 - 15:00 Y11 Intervention		
25 th	Thur				09:00 - 15:00 Y11 Intervention			

	26 th	Fri					09:00 - 15:00 Y11 Intervention	
	27 th	Sat						
	28 th	Sun	Big Question for week 8: Is terrorism a modern phenomena?					
8	29 th	Mon	08:15 Staff Briefing DPR Window 2 opens for Y11 only	Leaders of Lunch Y10 all week	Tasks for Week 8: <input type="checkbox"/> Attendance Review 1 (HOL) <input type="checkbox"/> Assignment Quality Check 2 <input type="checkbox"/> Data Review 1 for Y11 <input type="checkbox"/> RAG DDP commences (HOD) <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 1 commence (HOD)	Tasks for Week 8 <input type="checkbox"/> Food Survey <input type="checkbox"/> ES Tracker Check <input type="checkbox"/> Staff Absence Update <input type="checkbox"/> Behaviour Review Feedback 1 (LG) <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 1 commence (LG) <input type="checkbox"/> Pupil Premium Update	Y11 Preliminary 1 Exam Timetable published to staff 15:30 - 16:30 Y11 English ES	
	30 th	Tues	14:50 - 15:50 Departmental Meeting 5 Y7 and Y11 focus 16:00 - 17:00 Professional Development Session 5				14:40 - 15:40 Y11 Science ES	
	31 st	Wed					15:30 - 16:30 Y11 Maths ES	

Notes

November 2018

W	Date	Staff Meeting, CPD and DPR	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Examinations and Interventions	Key MAT and Governance Meetings
8	1 st Thur	15:50 - 18:00 Leadership Group Meeting 9 15:30 - 16:30 Whole-school Detention 7		Tasks for Week 8: <input type="checkbox"/> Attendance Review 1 (HOL) <input type="checkbox"/> Assignment Quality Check 2 <input type="checkbox"/> Data Review 1 for Y11 <input type="checkbox"/> RAG DDP commences (HOD) <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 1 commence (HOD)	Tasks for Week 8 <input type="checkbox"/> Food Survey <input type="checkbox"/> ES Tracker Check <input type="checkbox"/> Staff Absence Update <input type="checkbox"/> Behaviour Review Feedback 1 (LG) <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 1 commence (LG) <input type="checkbox"/> Pupil Premium Update	15:30 - 16:30 Y11 Humanities ES	18:15 - 19:30 Local School Board
	2 nd Fri					<i>Pass Tests (Y7 - Y10) end</i> 14:40 - 15:40 Y11 MFL ES	
	3 rd Sat		9:00 - 10:30 Headteacher's Detention 7			09:00 - 15:00 Y11 Intervention	
	4 th Sun	Big Question for week 9: What is 'new' about Newham?					
9	5 th Mon	08:15 Staff Briefing	Leaders of Lunch Y9 all week	Tasks for Week 9: <input type="checkbox"/> Data Review 1 for Y11 ends <input type="checkbox"/> RAG DDP ends (HOD) <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 1 end (HOD) <input type="checkbox"/> Y11 Underachievers Review following closure of DPR1 (HOL Y11)	Tasks for Week 9: <input type="checkbox"/> Equalities Survey <input type="checkbox"/> Attendance Reviews <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 1 end (LG) <input type="checkbox"/> Inclusion Survey <input type="checkbox"/> Safeguarding Children Report to LG <input type="checkbox"/> Attendance Review 1 Feedback (LG) <input type="checkbox"/> Y11 Underachievers Review following closure of DPR1 (LG)	15:30 - 16:30 Y11 English ES	
	6 th Tues	14:50 - 15:50 Year Teams 2 16:00 - 17:00 Professional Development Session 6 16:00 - 17:00 Optional Curriculum Meeting 4				14:40 - 15:40 Y11 Science ES	
	7 th Wed					15:30 - 16:30 Y11 Maths ES	18:15 - 19:30 Finance and Personnel Committee
	8 th Thur	15:50 - 18:00 Leadership Group Meeting 10 15:30 - 16:30 Whole-school Detention 8				15:30 - 16:30 Y11 Humanities ES	
	9 th Fri					14:40 - 15:40 Y11 MFL ES	
	10 th Sat		9:00 - 10:30 Headteacher's Detention 8			09:00 - 15:00 Y11 Intervention	
	11 th Sun	Big Question for week 10: Is humanity a virus?					
10	12 th Mon	08:15 Staff Briefing	Leaders of Lunch Y8 all week National Anti-Bullying Week Geography Awareness Week	Tasks for Week 10: <input type="checkbox"/> Feedback Scrutiny 2 (SAF Focus) <input type="checkbox"/> Evaluation of assessment and feedback in departmental meeting (HOD) for Y11 only <input type="checkbox"/> Standardisation of DPR Judgements and Grades for Y7 - 10	Tasks for Week 10: <input type="checkbox"/> Stonewall Survey <input type="checkbox"/> Food Survey Results 1 <input type="checkbox"/> End of Term Letter Preparation Commences <input type="checkbox"/> Assignment Quality Check 2 <input type="checkbox"/> Check Date Review and DDP	<i>Y11 Preliminary 1 Exam Timetable published</i> 15:30 - 16:30 Y11 English ES	
	13 th Tues	14:50 - 15:50 Departmental Meeting 6 Y8 and Y9 focus 16:00 - 17:00 Twilight 3				14:40 - 15:40 Y11 Science ES	
	14 th Wed					15:30 - 16:30 Y11 Maths ES	
	15 th Thur	15:50 - 18:00 Leadership Group Meeting 11 15:30 - 16:30 Whole-school Detention 9				15:30 - 16:30 Y11 Humanities ES	18:15 - 19:30 Students, Standards and Community Committee
	16 th Fri	14:45 - 15:45 Friday Detention	Public Speaking Competition			14:40 - 15:40 Y11 MFL ES	
	17 th Sat		9:00 - 10:30 Headteacher's Detention 9			09:00 - 15:00 Y11 Intervention	
	18 th Sun	Big Question for week 11: Is God great?					
11	19 th Mon	08:15 Staff Briefing	Leaders of Lunch Y10 all week Road Safety Week	Tasks for Week 11: <input type="checkbox"/> Optional Line Management Week 2 <input type="checkbox"/> Student Interviews on Behaviour and Safety end (HOL)	Tasks for Week 11: <input type="checkbox"/> Optional Line Management Week 2 <input type="checkbox"/> RAG SDP <input type="checkbox"/> LAC Report <input type="checkbox"/> Library Report	15:30 - 16:30 Y11 English ES	
	20 th Tues	14:50 - 15:50 Departmental Meeting 7 Y7 and Y10 focus 16:00 - 17:00 Professional Development Session 7 16:00 - 17:00 Optional Curriculum Meeting 5	17:00 - 18:00 Y12 Certificates Evening			14:40 - 15:40 Y11 Science ES	
	21 st Wed					15:30 - 16:30 Y11 Maths ES	
	22 nd Thur	15:50 - 18:00 Leadership Group Meeting 12 15:30 - 16:30 Whole-school Detention 10				15:30 - 16:30 Y11 Humanities ES	
	23 rd Fri		Guru Nanak's Birthday (school open)			14:40 - 15:40 Y11 MFL ES	
	24 th Sat		9:00 - 10:30 Headteacher's Detention 10			09:00 - 15:00 Y11 Intervention	

	25 th	Sun	Big Question for week 12: Has political correctness gone mad?					
1 2	26 th	Mon	08:15 Staff Briefing	Leaders of Lunch Y9 all week Creative Writing Competition	Tasks for Week 12: <input type="checkbox"/> Snack Attack 2	Tasks for Week 12: <input type="checkbox"/> Office Efficiency Survey <input type="checkbox"/> Feedback Scrutiny 2 (SAF Focus) <input type="checkbox"/> Y11 Night Club Planning Comminces <input type="checkbox"/> End of Term Letter Distributed to students	<i>Y11 Preliminary 1 Examinations commence</i>	
	27 th	Tues	14:50 - 15:50 Year Teams 3 16:00 - 17:00 Professional Development Session 8				15:30 - 16:30 Y11 English ES	
	28 th	Wed					14:40 - 15:40 Y11 Science ES	
	29 th	Thur	15:50 - 18:00 Leadership Group Meeting 13 15:30 - 16:30 Whole-school Detention 11				15:30 - 16:30 Y11 Humanities ES	
	30 th	Fri	14:45 - 15:45 Friday Detention DPR Window 1 closes for Y7 - 10				14:40 - 15:40 Y11 MFL ES	

Notes

December 2018

W	Date	Staff Meeting, CPD and DPR	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Examinations and Interventions	Key MAT and Governance Meetings	
1 2	1st Sat		9:00 - 10:30 Headteacher's Detention 11			09:00 - 15:00 Y11 Intervention		
	2nd Sun	Big Question for week 13: Should I make money or make a difference?						
1 3	3rd Mon	08:15 Staff Briefing DPR Window 2 opens for Y7 - 10	Leaders of Lunch Y8 all week	Tasks for Week 13: <input type="checkbox"/> Form Tutor Health Check 1 (HOL) <input type="checkbox"/> Assignment Analytics 2	Tasks for Week 13: <input type="checkbox"/> Star of the Half Term Nominations 2 <input type="checkbox"/> ES Tracker <input type="checkbox"/> Staff Absence Update <input type="checkbox"/> LAC Update	15:30 - 16:30 Y11 English ES		
	4th Tues	14:50 - 15:50 Departmental Meeting 8 Y7 and Y11 focus 16:00 - 17:00 Professional Development Session 9 16:00 - 17:00 Optional Curriculum Meeting 6				14:40 - 15:40 Y11 Science ES		
	5th Wed					15:30 - 16:30 Y11 Maths ES		
	6th Thur	15:50 - 18:00 Leadership Group Meeting 14 15:30 - 16:30 Whole-school Detention 12				15:30 - 16:30 Y11 Humanities ES		
	7th Fri	19:00 - 22:00 Staff Party Night	08:45 - 09:15 Parents' Coffee Morning Drop-in 2 (Post-16 Focus)			14:40 - 15:40 Y11 MFL ES		
	8th Sat		9:00 - 10:30 Headteacher's Detention 12				09:00 - 15:00 Y11 Intervention	
	9th Sun	Big Question for week 14: Is all of the world really a stage?						
1 4	10th Mon	08:05 Staff Breakfast	Leaders of Lunch Y10 all week Christmas Spelling Bee all week 16:00 - 17:00 Christmas Concert	Tasks for Week 14: <input type="checkbox"/> Behaviour Review 2 (HOL) <input type="checkbox"/> Data Review 1 for Y7 - 10 closes <input type="checkbox"/> RAG DDP closes (HOD)	Tasks for Week 14: <input type="checkbox"/> SDP Check 2 <input type="checkbox"/> Spring Term Planning <input type="checkbox"/> Coaches Booked for School Visits Day <input type="checkbox"/> Y11 Night Club Rotas and Guidelines to LG <input type="checkbox"/> Assignment Analytics 2			
	11th Tues	14:50 - 15:50 Departmental Meeting 9 Y8 and Y10 focus and MTPs shared 16:00 - 17:00 Professional Development Session 10				Y11 Preliminary 1 Examinations end (with exception of Art)		
	12th Wed		Y7 Pantomime Visits			Y11 Preliminary Art Examination Day 1		
	13th Thur	15:50 - 18:00 Leadership Group Meeting 15 15:30 - 16:30 Whole-school Detention 13	Leaders of Lunch Rewards Cards			Y11 Preliminary Art Examination Day 2		
	14th Fri	12:20 Closure - Last Day of Term 14:00 Staff Social Event	Non-uniform Day 1 Christmas Jumper Day					
	15th Sat	Big Question for the coming week 15: What ten things do I need to know about Ancient Greek mythology?						
H	17th Mon					09:00 - 15:00 Y11 Intervention		
	18th Tues					09:00 - 15:00 Y11 Intervention		
	19th Wed					09:00 - 15:00 Y11 Intervention		
	20th Thur					09:00 - 15:00 Y11 Intervention		
	21st Fri					09:00 - 15:00 Y11 Intervention		
	22nd Sat							
	23rd Sun							
	24th Mon							
	25th Tues	Christmas Day						
	26th Wed	Boxing Day						
27th Thur								
28th Fri								
29th Sat								

	30 th	Sun						
	31 st	Mon						

Notes

January 2019

W	Date	Staff Meeting, CPD and DPR	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Examinations and Interventions	Key MAT and Governance Meetings	
H	1st	Tues	New Year's Day					
	2nd	Wed						
	3rd	Thur						
	4th	Fri						
	5th	Sat						
	6th	Sun	Big Question for the coming week 15: What ten things do I need to know about Ancient Greek mythology?					
1 5	7th	Mon	08:15 Staff Briefing	Leaders of Lunch Y9 all week	Tasks for Week 15: <input type="checkbox"/> Standardisation of DPR Judgements and Grades for Y11 only <input type="checkbox"/> Attendance Review 2 (HOL) <input type="checkbox"/> Evaluation of assessment and feedback in departmental meeting (HOD) for Y7 - 10 <input type="checkbox"/> Y7 - 10 Underachievers Review following closure of DPR1 (HOL Y11)	Tasks for Week 15 <input type="checkbox"/> Overtime Planning <input type="checkbox"/> SCR Check 2 <input type="checkbox"/> Food Survey 2 <input type="checkbox"/> All Key Deadlines for Middle Leaders added to Calendar <input type="checkbox"/> Behaviour Review Feedback 2 (LG) <input type="checkbox"/> Check DDP and Data Review <input type="checkbox"/> Y7 - 10 Underachievers Review following closure of DPR1 (LG)	<i>GCSE Examination Entries 2019 to Examinations Officer open</i> 15:30 - 16:30 Y11 English ES	Tasks for Term 2a: <input type="checkbox"/> Transition Review <input type="checkbox"/> Audit Report <input type="checkbox"/> SEN Update <input type="checkbox"/> LAC Report <input type="checkbox"/> Safeguarding Children Report <input type="checkbox"/> Financial Dashboard Check <input type="checkbox"/> Monitoring Processes Check <input type="checkbox"/> SMCS / British Values Update <input type="checkbox"/> CPD Evaluation <input type="checkbox"/> Lead Practitioners Report <input type="checkbox"/> SDP / SEF Update 2 <input type="checkbox"/> School Census Report <input type="checkbox"/> Pupil Premium Update 2 <input type="checkbox"/> SCR Check 2
	8th	Tues	14:50 - 15:50 Departmental Meeting 10 Y9 and Y10 focus and MTPs shared 16:00 - 17:00 Professional Development Session 11 16:00 - 17:00 Optional Curriculum Meeting 7				14:40 - 15:40 Y11 Science ES	
	9th	Wed					15:30 - 16:30 Y11 Maths ES	
	10th	Thur	15:50 - 18:00 Leadership Group Meeting 16 15:30 - 16:30 Whole-school Detention 14	08:40 - 15:40 BOSS Day			15:30 - 16:30 Y11 Humanities ES	18:15 - 19:30 Local School Board
	11th	Fri	14:45 - 15:45 Friday Detention DPR Window 2 Closes for Y11 only	08:45 - 09:15 Parents' Coffee Morning Drop-in 3 (Work Experience Focus)			14:40 - 15:40 Y11 MFL ES	
	12th	Sat		9:00 - 10:30 Headteacher's Detention 13			09:00 - 15:00 Y11 Intervention	
	13th	Sun	Big Question for week 16: Britannia rules the waves - Imperialism: good or bad?					
1 6	14th	Mon	08:15 Staff Briefing DPR Window 3 opens for Y11 only	Leaders of Lunch Y8 all week Y10 Work Experience Week	Tasks for Week 16: <input type="checkbox"/> HOL Y11 to ensure tutors are prepared for flipped Parents' Evenings <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 2 commence (HOD)	Tasks for Week 16: <input type="checkbox"/> Prevent Duty Update <input type="checkbox"/> GRC1 Check 2 <input type="checkbox"/> Attendance Review Feedback 2 (LG) <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 2 commence (LG)	15:30 - 16:30 Y11 English ES	
	15th	Tues	14:50 - 15:50 School Leaders 2 16:00 - 17:00 Twilight 4				14:40 - 15:40 Y11 Science ES	
	16th	Wed		World Religion Day (WM)			15:30 - 16:30 Y11 Maths ES	
	17th	Thur	15:50 - 18:00 Leadership Group Meeting 17 15:30 - 16:30 Whole-school Detention 15	08:30 - 16:30 Y8 Geography GCSE Fieldwork (London)			15:30 - 16:30 Y11 Humanities ES	
	18th	Fri	14:45 - 15:45 Friday Detention				14:40 - 15:40 Y11 MFL ES	
	19th	Sat		9:00 - 10:30 Headteacher's Detention 14			09:00 - 15:00 Y11 Intervention	
	20th	Sun	Big Question for week 17: Are refugees just scroungers?					
1 7	21st	Mon	08:15 Staff Briefing	Leaders of Lunch Y10 all week	Tasks for Week 17: <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 2 end (HOD) <input type="checkbox"/> Feedback Scrutiny 3 (SAF Focus) <input type="checkbox"/> Assignment Quality Check 3	Tasks for Week 17: <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 2 end (LG) <input type="checkbox"/> Calendar Planning for 2019-20 Commences <input type="checkbox"/> Food Survey Results 2 <input type="checkbox"/> SEF Update and Review 2 (LG)	15:30 - 16:30 Y11 English ES	
	22nd	Tues	14:50 - 15:50 Twilight DPR 3	16:30 - 19:00 Y11 Parents' Evening			14:40 - 15:40 Y11 Science ES	
	23rd	Wed					15:30 - 16:30 Y11 Maths ES	
	24th	Thur	15:50 - 18:00 Leadership Group Meeting 18 15:30 - 16:30 Whole-school Detention 16		<input type="checkbox"/> Y11 Underachievers Review following closure of DPR2 (HOL Y11) <input type="checkbox"/> Data Review 2 and RAG DDP for Y11 commences (HOD)	<input type="checkbox"/> Y11 Underachievers Review following closure of DPR1 (LG)	15:30 - 16:30 Y11 Humanities ES	

	25 th	Fri						GCSE Exams Entries 2019 to Exams Officer closes 14:40 - 15:40 Y11 MFL ES
	26 th	Sat		9:00 - 10:30 Headteacher's Detention 15				09:00 - 15:00 Y11 Intervention
	27 th	Sun	Big Question for week 18: What laws should we get rid of?					
1 8	28 th	Mon	8:15 Staff Briefing	Leaders of Lunch Y9 all week Y11 Art Examination Visit 17:00 - 18:00 Master Mission Awards Evening	Tasks for Week 18: <input type="checkbox"/> Optional Line Management Week 3 <input type="checkbox"/> Snack Attack 3 <input type="checkbox"/> HOL Y10 to ensure tutors are prepared for flipped Parents' Evenings <input type="checkbox"/> Evaluation of assessment and feedback in departmental meeting (HOD) for Y11 only <input type="checkbox"/> Data Review 2 and RAG DDP for Y11 commences (HOD)	Tasks for Week 18: <input type="checkbox"/> Optional Line Management Week 3 <input type="checkbox"/> RAG SDP <input type="checkbox"/> Student File Check 2 <input type="checkbox"/> Checklist Check 2 <input type="checkbox"/> Assignment Quality Check <input type="checkbox"/> EAL Progress Report!	<i>Y11 Preliminary 2 Exam Timetable published to staff</i> 15:30 - 16:30 Y11 English ES 14:40 - 15:40 Y11 Science ES 15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 Y11 Humanities ES	
	29 th	Tues	14:50 - 15:50 Staff Meeting 2 16:00 - 17:00 Professional Development Session 12 16:00 - 17:00 Optional Curriculum Meeting 8					
	30 th	Wed		17:00 - 18:00 Master Mission Awards Evening				
	31 st	Thur	15:50 - 18:00 Leadership Group Meeting 19 15:30 - 16:30 Whole-school Detention 17					

Notes

February 2019

W	Date		Staff Meeting, CPD and DPR	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Examinations and Interventions	Key MAT and Governance Meetings
18	1st	Fri			Tasks for Week 18: <input type="checkbox"/> Optional Line Management Week 3 <input type="checkbox"/> Snack Attack 3 <input type="checkbox"/> HOL Y10 to ensure tutors are prepared for flipped Parents' Evenings <input type="checkbox"/> Evaluation of assessment and feedback in departmental meeting (HOD) for Y11 only <input type="checkbox"/> Data Review 2 and RAG DDP for Y11 commences (HOD)	Tasks for Week 18: <input type="checkbox"/> Optional Line Management Week 3 <input type="checkbox"/> RAG SDP <input type="checkbox"/> Student File Check 2 <input type="checkbox"/> Checklist Check 2 <input type="checkbox"/> Assignment Quality Check <input type="checkbox"/> EAL Progress Report	14:40 - 15:40 Y11 MFL ES	
	2nd	Sat		9:00 - 10:30 Headteacher's Detention 16			09:00 - 15:00 Y11 Intervention	
	3rd	Sun	Big Question for week 19: Instalife - are we a snapchat away from Google taking over the world?					
19	4th	Mon	08:15 Staff Briefing	Leaders of Lunch Y8 all week	Tasks for Week 19: <input type="checkbox"/> Environment Check 2 (Site and HODs) <input type="checkbox"/> Assignment Analytics 3	Tasks for Week 19 <input type="checkbox"/> Star of the Half Term Nominations 3 <input type="checkbox"/> Feedback Scrutiny 3 (SAF Focus)	15:30 - 16:30 Y11 English ES	18:15 Exec Board
	5th	Tues	14:50 - 15:50 Twilight DPR 4	16:30 - 19:00 Y10 Parents' Evening			14:40 - 15:40 Y11 Science ES	
	6th	Wed		Safer Internet Day 2019			15:30 - 16:30 Y11 Maths ES	
	7th	Thur	15:50 - 18:00 Leadership Group Meeting 20 15:30 - 16:30 Whole-school Detention 18				15:30 - 16:30 Y11 Humanities ES	
	8th	Fri	14:45 - 15:45 Friday Detention	08:45 Parents' Coffee Morning Drop-in 4			14:40 - 15:40 Y11 MFL ES	
	9th	Sat		9:00 - 10:30 Headteacher's Detention 17			09:00 - 15:00 Y11 Intervention	
	10th	Sun	Big Question for week 20: Why don't we all just speak one language?					
20	11th	Mon	08:05 Staff Breakfast	Leaders of Lunch Y10 all week	Tasks for Week 20: <input type="checkbox"/> Examination Skills Tracker Review <input type="checkbox"/> Behaviour Review 3 (HOL) <input type="checkbox"/> HOL Y8 to ensure tutors are prepared for flipped Parents' Evenings	Tasks for Week 20: <input type="checkbox"/> Student Visit Day Planning <input type="checkbox"/> SDP Check 3 <input type="checkbox"/> Commences <input type="checkbox"/> Assignment Analytics 3 <input type="checkbox"/> Phonics and Social Skills Report <input type="checkbox"/> SMART Skills Report	<i>Y11 Preliminary 2 Exam Timetable published to students</i> 15:30 - 16:30 Y11 English ES	
	12th	Tues	14:50 - 15:50 Year Teams 5 16:00 - 17:00 Professional Development Session 13 16:00 - 17:00 Optional Curriculum Meeting 8				14:40 - 15:40 Y11 Science ES	
	13th	Wed					15:30 - 16:30 Y11 Maths ES	
	14th	Thur	15:50 - 18:00 Leadership Group Meeting 21 15:30 - 16:30 Whole-school Detention 18				15:30 - 16:30 Y11 Humanities ES	
	15th	Fri		Historical Fiction Competition Launch (WM)			14:40 - 15:40 Y11 MFL ES	
	16th	Sat					09:00 - 15:00 Y11 Intervention	
	17th	Sun						
H	18th	Mon					09:00 - 15:00 Y11 Intervention	
	19th	Tues					09:00 - 15:00 Y11 Intervention	
	20th	Wed					09:00 - 15:00 Y11 Intervention	
	21st	Thur					09:00 - 15:00 Y11 Intervention	
	22nd	Fri					09:00 - 15:00 Y11 Intervention	
	23rd	Sat					09:00 - 15:00 Y11 Intervention	
	24th	Sun	Big Question for week 21: Why are leaders readers?					
21	25th	Mon	08:15 Staff Briefing	Leaders of Lunch Y9 all week Spring Readathon Commences	Tasks for Week 21: <input type="checkbox"/> Attendance Review 3 (HOL)	Tasks for Week 21: <input type="checkbox"/> ES Tracker	<i>Y11 Preliminary 2 Examinations commence</i>	

		PMR Mid Cycle Review 1 opens (for teachers only) Professional Competencies Tracker 2 opens (for teachers only)			<input type="checkbox"/> Attendance Review <input type="checkbox"/> First Draft of Calendar to LG <input type="checkbox"/> Pupil Premium Update 2 <input type="checkbox"/> Environment Check Feedback 2 (Site) <input type="checkbox"/> Behaviour Review Feedback 3 (LG)	15:30 - 16:30 Y11 English ES	
26 th	Tues	14:50 - 15:50 Twilight DPR 5	16:30 - 19:00 Y8 Parents' and Pathways Evening			14:40 - 15:40 Y11 Science ES	
27 th	Wed		Y8 Options Submissions Open			15:30 - 16:30 Y11 Maths ES	
28 th	Thur	15:50 - 18:00 Leadership Group Meeting 21a 15:30 - 16:30 Whole-school Detention 20				15:30 - 16:30 Y11 Humanities ES	

Notes

March 2019

W	Date	Staff Meeting, CPD and DPR	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Examinations and Interventions	Key MAT Dates	
21	1 st	Fri PMR Mid Cycle Review 1 closes Professional Competencies Tracker 2 closes	Y8 Options Submissions Close	Tasks for Week 21: □ Attendance Review 3 (HOL)	Tasks for Week 21: □ ES Tracker □ Attendance Review □ First Draft of Calendar to LG □ Pupil Premium Update 2 □ Environment Check Feedback 2 (Site)	14:40 - 15:40 Y11 MFL ES		
	2 nd	Sat	9:00 - 10:30 Headteacher's Detention 18			09:00 - 15:00 Y11 Intervention		
	3 rd	Sun	Big Question for week 22: Is pink for girls and blue for boys?					
22	4 th	Mon 08:15 Staff Briefing 14:50 - 15:50 Departmental Meeting 11 Y7 and Y10 focus 16:00 - 17:00 Twilight 5	Leaders of Lunch Y8 all week	Tasks for Week 22: □ Assignment Quality Check	Tasks for Week 22: □ End of Term Letter Preparation Commences □ Attendance Review 3 Feedback (LG)	15:30 - 16:30 Y11 English ES 14:40 - 15:40 Y11 Science ES		
	5 th	Tues				15:30 - 16:30 Y11 Maths ES	18:15 - 19:30 Finance and Personnel Committee	
	6 th	Wed						
	7 th	Thur	15:50 - 18:00 Leadership Group Meeting 22 15:30 - 16:30 Whole-school Detention 21	World Book Day - Shakespeare Whole School Fancy Dress Day			15:30 - 16:30 Y11 Humanities ES	
	8 th	Fri		International Women's Day			Y11 Preliminary 2 Examinations end 14:40 - 15:40 Y11 MFL ES	
	9 th	Sat		9:00 - 10:30 Headteacher's Detention 19			09:00 - 15:00 Y11 Intervention	
	10 th	Sun	Big Question for week 23: Is evolution real, and if so, where is the evidence?					
23	11 th	Mon 08:15 Staff Briefing 14:50 - 15:50 Departmental Meeting 12 Y8 and Y9 focus 16:00 - 17:00 Professional Development Session 14 16:00 - 17:00 Optional Curriculum Meeting 10	Leaders of Lunch Y7 all week British Science Week 16:30 - 18:00 Y11 Parents' Forum	Tasks for Week 23: □ Timetable Subjects Loadings to HODs □ Standardisation of DPR Judgements and Grades □ Feedback Scrutiny 4 (SAF Focus)	Tasks for Week 23: □ Assignment Quality Check 4 □ LAC Report □ SEND Progress Report Including Pathway 5	15:30 - 16:30 Y11 English ES 14:40 - 15:40 Y11 Science ES		
	12 th	Tues				15:30 - 16:30 Y11 Maths ES		
	13 th	Wed		08:30 - 16:30 Y9 Geography GCSE Fieldwork (Kew Gardens)				
	14 th	Thur	15:50 - 18:00 Leadership Group Meeting 23 15:30 - 16:30 Whole-school Detention 22				15:30 - 16:30 Y11 Humanities ES	18:15 - 19:30 Students, Standards and Community Committee
	15 th	Fri					14:40 - 15:40 Y11 MFL ES	
	16 th	Sat		9:00 - 10:30 Headteacher's Detention 20			09:00 - 15:00 Y11 Intervention	
	17 th	Sun	Big Question for week 24: Whose face should be on out £20 note?					
24	18 th	Mon 08:15 Staff Briefing 14:50 - 15:50 Departmental Meeting 13 Y11 and Y8 focus 16:00 - 17:00 Professional Development Session 15	Leaders of Lunch Y9 all week	Tasks for Week 24: □ Optional Line Management Week 4 □ Snack Attack 4 □ HOL Y9 to ensure tutors are prepared for flipped Parents' Evenings	Tasks for Week 24: □ Optional Line Management Week 4 □ Staff Handbook Checklist Incepted and Circulated □ End of Term Letter Distributed to students	Y10 Preliminary Examinations commence 15:30 - 16:30 Y11 English ES 14:40 - 15:40 Y11 Science ES		
	19 th	Tues				15:30 - 16:30 Y11 Maths ES		
	20 th	Wed						
	21 st	Thur	15:50 - 18:00 Leadership Group Meeting 24				15:30 - 16:30 Y11 Humanities ES	
	22 nd	Fr					14:40 - 15:40 Y11 MFL ES	
	23 rd	Sat		9:00 - 10:30 Headteacher's Detention 21			09:00 - 15:00 Y11 Intervention	
	24 th	Sun	Big Question for week 25: Who should get to vote?					
25 th	Mon	08:15 Staff Briefing 14:50 - 15:50 Twilight DPR 6	Leaders of Lunch Y8 all week 16:30 - 19:00 Y9 Parents' Evening	Tasks for Week 25: □ Form Tutor Health Check 2 (HOL)	Tasks for Week 25: □ Star of the Half Term Nominations 4	15:30 - 16:30 Y11 English ES 14:40 - 15:40 Y11 Science ES		

27 th	Wed			□ Assignment Analytics 4	□ Leaders of Lunch Rewards Cards □ Feedback Scrutiny 4 (SAF Focus) □ RAG SDP	15:30 - 16:30 Y11 Maths ES	
28 th	Thur	15:50 - 18:00 Leadership Group Meeting 25 15:30 - 16:30 Whole-school Detention 24				15:30 - 16:30 Y11 Humanities ES	18:15 - 19:30 Exec Board
29 th	Fri		08:45 - 09:15 Parents' Coffee Morning Drop-in 5 Preparing for exams Spring Readathon Ends			<i>Y10 Preliminary Examinations end</i> 14:40 - 15:40 Y11 MFL ES	
30 th	Sat		9:00 - 10:30 Headteacher's Detention 22			09:00 - 15:00 Y11 Intervention	
31 st	Sun	Big Question for week 26: Do we really have freedom of expression?					

Notes

April 2019

W	Date	Staff Meeting, CPD and DPR	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Examinations and Interventions	Key MAT Dates
2 6	1 st Mon	08:05 Staff Breakfast	Leaders of Lunch Y7 all week	Tasks for Week 26: <input type="checkbox"/> Behaviour Review 4 (HOL)	Tasks for Week 26: <input type="checkbox"/> New Calendar First Draft <input type="checkbox"/> Handbook and Student Planner Planning <input type="checkbox"/> SDP Check 4	15:30 - 16:30 Y11 English ES	
	2 nd Tues	14:50 - 15:50 Departmental Meeting 14 Y7 and Y10 focus and MTPs shared 16:00 - 17:00 Twilight 6				14:40 - 15:40 Y11 Science ES	
	3 rd Wed					15:30 - 16:30 Y11 Maths ES	
	4 th Thur	15:50 - 18:00 Leadership Group Meeting 26 15:30 - 16:30 Whole-school Detention 25	Leaders of Lunch Y7 Certificates Distributed			Y11 Examination Timetable to Students 15:30 - 16:30 Y11 Humanities ES	
	5 th Fri	12:20 Closure - Last Day of Term 14:00 Staff Social Event	Non-uniform Day 2				
	6 th Sat						
	7 th Sun						
H	8 th Mon					09:00 - 15:00 Y11 Intervention	
	9 th Tues					09:00 - 15:00 Y11 Intervention	
	10 th Wed					09:00 - 15:00 Y11 Intervention	
	11 th Thur					09:00 - 15:00 Y11 Intervention	
	12 th Fri					09:00 - 15:00 Y11 Intervention	
	13 th Sat					09:00 - 15:00 Y11 Intervention	
	14 th Sun					09:00 - 15:00 Y11 Intervention	
H	15 th Mon					09:00 - 15:00 Y11 Intervention	
	16 th Tues					09:00 - 15:00 Y11 Intervention	
	17 th Wed					09:00 - 15:00 Y11 Intervention	
	18 th Thur					09:00 - 15:00 Y11 Intervention	
	19 th Fri			Good Friday			
20 th Sat							
21 st Sun	Big Question for week 27: Is beauty only skin deep?						
22 nd Mon			Bank Holiday Monday				
2 7	23 rd Tues	14:50 - 15:50 Year Teams 6 16:00 - 17:00 Professional Development Session 16 16:00 - 17:00 Optional Curriculum Meeting 12	Leaders of Lunch Y9 all week Earth Day Celebration (Sc, Gg, Dt) (WM)	Tasks for Week 27: <input type="checkbox"/> Attendance Review 4 (HOL)	Tasks for Week 27: <input type="checkbox"/> Staff Survey (SDP) <input type="checkbox"/> Student Survey (SDP) <input type="checkbox"/> Staff Absence Updates <input type="checkbox"/> Student Planner Incepted <input type="checkbox"/> End of Year Checklist Incepted <input type="checkbox"/> Food Survey 3 <input type="checkbox"/> SCR Check 3 <input type="checkbox"/> Behaviour Review Feedback 4 (LG)	14:40 - 15:40 Y11 Science ES	Tasks for Term 3a: <input type="checkbox"/> Assessment Updates <input type="checkbox"/> Literacy Activities Review <input type="checkbox"/> Budget <input type="checkbox"/> GB Skills Update <input type="checkbox"/> Monitoring Processes Check <input type="checkbox"/> Pupil Premium Update 3 <input type="checkbox"/> SCR Check 3 <input type="checkbox"/> SDP / SEF Updates 3 <input type="checkbox"/> New SDP Ideas <input type="checkbox"/> New Year Calendar <input type="checkbox"/> Planned Works
	24 th Wed					15:30 - 16:30 Y11 Maths ES	
	25 th Thur	15:50 - 18:00 Leadership Group Meeting 27 15:30 - 16:30 Whole-school Detention 26				15:30 - 16:30 Y11 English ES	
	26 th Fri	DPR 2 Window closes for Y7 - 10 DPR 3 Window Closes for Y11				14:40 - 15:40 Y11 MFL ES	
	27 th Sat		9:00 - 10:30 Headteacher's Detention 23			09:00 - 15:00 Y11 Intervention	
	28 th Sun	Big Question for week 28: Is it time we started to face the inconvenient truth?					
	29 th Mon	08:15 Staff Briefing DPR 3 Window opens for Y7 - 10	Leaders of Lunch Y8 all week			Tasks for Week 28: <input type="checkbox"/> Proposed Set Lists to HODS from Office <input type="checkbox"/> HOL Y7 to ensure tutors are prepared for flipped Parents' Evenings	
30 th Tues	14:50 - 15:50 School Leaders 3 16:00 - 17:00 Professional Development Session 17		14:40 - 15:40 Y11 Science ES				

May 2019

W	Date	Staff Meeting, CPD and DPR	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Examinations and Interventions	Key MAT Dates	
28	1 st	Wed			Tasks for Week 28: <input type="checkbox"/> Proposed Set Lists to HODS from Office <input type="checkbox"/> HOL Y7 to ensure tutors are prepared for flipped Parents' Evenings	Tasks for Week 28: <input type="checkbox"/> GRC1 Check 3 <input type="checkbox"/> Y11 Examinations Checklist Incepted <input type="checkbox"/> Attendance Review 4 Feedback (LG)	15:30 - 16:30 Y11 Maths ES 18:15 - 19:30 Finance and Personnel Committee	
	2 nd	Thur	15:50 - 18:00 Leadership Group Meeting 28 15:30 - 16:30 Whole-school Detention 27			15:30 - 16:30 Y11 Humanities ES		
	3 rd	Fr				14:40 - 15:40 Y11 MFL ES		
	4 th	Sat				09:00 - 15:00 Y11 Intervention		
	5 th	Sun	Big Question for week 29: Are we all mad?					
	6 th	May Bank Holiday						
29	7 th	14:50 - 15:40 Twilight DPR 7	Ramadan Commences (Provisional) Leaders of Lunch Y9 all week Mental Health Awareness Week 16:30 - 19:00 Y7 Parents' Evening	Tasks for Week 29: <input type="checkbox"/> Proposed Set Lists to HODS from Office <input type="checkbox"/> HOL Y7 to ensure tutors are prepared for flipped Parents' Evenings	Tasks for Week 29: <input type="checkbox"/> 3-Way Learning <input type="checkbox"/> Conversations (SAF Focus) 3 <input type="checkbox"/> Commence (LG) <input type="checkbox"/> SWOT Analysis <input type="checkbox"/> Staff School Improvement Survey <input type="checkbox"/> SEF Update and Review 3 (LG) <input type="checkbox"/> Y7 - 11 Underachievers Review following closure of DPR1 (LG) <input type="checkbox"/> SMART Skills Report <input type="checkbox"/> Phonics and Social Skills Reports	14:40 - 15:40 Y11 English ES <i>External examinations commence</i>		
	8 th	Wed				15:30 - 16:30 Y11 Maths ES		
	9 th	Thur	15:50 - 18:00 Leadership Group Meeting 29 15:30 - 16:30 Whole-school Detention 28			<i>Y11 GCSE Art Examination Day 1</i> 15:30 - 16:30 Y11 Science ES		
	10 th	Fri				<i>Y11 GCSE Art Examination Day 2</i> 14:40 - 15:40 Y11 MFL ES		
	11 th	Sat		Headteacher's Detention 24		09:00 - 15:00 Y11 Intervention		
	12 th	Sun	Big Question for the week 30: Can we be good without God?					
30	13 th	08:15 Staff Briefing	Handwriting Improvement Competition Commences Leaders of Lunch Y8 all week	Tasks for Week 30: <input type="checkbox"/> Optional Line Management Week 5 <input type="checkbox"/> Data Review 3 Y11) and RAG DDP ends (HOD) <input type="checkbox"/> Standardisation of DPR Judgements and Grades in departmental meeting (HOD) <input type="checkbox"/> Evaluation of assessment and feedback in departmental meeting (HOD) <input type="checkbox"/> SDP Ideas in LM <input type="checkbox"/> Snack Attack 5 <input type="checkbox"/> Assignment Analytics 5	Tasks for Week 30: <input type="checkbox"/> Optional Line Management Week 5 <input type="checkbox"/> Star of the Half Term Nominations 5 <input type="checkbox"/> Data Review <input type="checkbox"/> DDP Checks <input type="checkbox"/> School Census Return <input type="checkbox"/> Food Survey Results 3 <input type="checkbox"/> Student File Check 3 <input type="checkbox"/> Checklist Check 3	15:30 - 16:30 Y11 English ES		
	14 th	Tues	14:50 - 15:50 Departmental Meeting 15 Y8 and Y10 focus and MTPs 16:00 - 17:00 Twilight 7			14:40 - 15:40 Y11 Science ES		
	15 th	Wed				15:30 - 16:30 Y11 Maths ES		
	16 th	Thur	15:50 - 18:00 Leadership Group Meeting 30 15:30 - 16:30 Whole-school Detention 29			15:30 - 16:30 Y11 Humanities ES	18:15 - 19:30 Exec Board	
	17 th	Fri		Historical Fiction Competition Deadline (WM) 08:45 Parents' Coffee Morning Drop-in 6 - Homework/Assignments			14:40 - 15:40 Y11 MFL ES	
	18 th	Sat		Headteacher's Detention 25		09:00 - 15:00 Y11 Intervention		
	19 th	Sun	Big Question for week 31: Can we be equal and different?					
31	20 th	08:05 Staff Breakfast	Leaders of Lunch Y7 all week	Tasks for Week 31: <input type="checkbox"/> 3-Way Learning <input type="checkbox"/> Conversations (SAF Focus) 3 end (HOD) <input type="checkbox"/> Environment Check 3 (Site and HODs) <input type="checkbox"/> Behaviour Review 5 (HOL)	Tasks for Week 31: <input type="checkbox"/> 3-Way Learning <input type="checkbox"/> Conversations (SAF Focus) 3 end (HOD) <input type="checkbox"/> Pupil Premium Update 3 <input type="checkbox"/> SDP Check 5 <input type="checkbox"/> Assignment Analytics 5 <input type="checkbox"/> Feedback Scrutiny 5 (SAF Focus)	15:30 - 16:30 Y11 English ES		
	21 st	Tues	14:50 - 15:50 Year Teams 7 16:00 - 17:00 Professional Development Session 18 16:00 - 17:00 Optional Curriculum Meeting 13			14:40 - 15:40 Y11 Science ES		
	22 nd	Wed				15:30 - 16:30 Y11 Maths ES		
	23 rd	Thur	15:50 - 18:00 Leadership Group Meeting 31 15:30 - 16:30 Whole-school Detention 30			15:30 - 16:30 Y11 Humanities ES		
	24 th	Fri		London History Day Celebration (WM) Handwriting Improvement Competition Ends			14:40 - 15:40 Y11 MFL ES	
	25 th	Sat				09:00 - 15:00 Y11 Intervention		
	26 th	Sun						
H	27 th	Spring Bank Holiday						
	28 th					09:00 - 15:00 Y11 Intervention		

29 th	Wed					09:00 - 15:00 Y11 Intervention
30 th	Thur					09:00 - 15:00 Y11 Intervention
31 st	Fri					09:00 - 15:00 Y11 Intervention

Notes

June 2019

W	Date	Staff Meeting, CPD and DPR	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Examinations and Interventions	Key MAT Dates	
H	1 st	Sat						
	2 nd	Sun	Big Question for week 32: Should we always 'love thy neighbour' even if they're not next door?					
3 2	3 rd	Mon	08:15 Staff Briefing	Leaders of Lunch Y9 all week	Tasks for Week 32: <input type="checkbox"/> Attendance Review 5 (HOL)	Tasks for Week 32: <input type="checkbox"/> School Calendar Signed Off <input type="checkbox"/> Staff Absence	15:30 - 16:30 Y11 English ES	
	4 th	Tue	14:50 - 15:50 Staff Meeting 3 16:00 - 17:00 Professional Development Session 19	Ramadan Ends (Provisional)			14:40 - 15:40 Y11 Science ES	
	5 th	Wed	School Closed for Eid (Date to be confirmed)					
	6 th	Thur	15:50 - 18:00 Leadership Group Meeting 32 15:30 - 16:30 Whole-school Detention 31				15:30 - 16:30 Y11 Maths ES	18:15 - 19:30 Local School Board
	7 th	Fri					14:40 - 15:40 Y11 Humanities ES	
	8 th	Sat		Headteacher's Detention 26			09:00 - 15:00 Y11 Intervention	
3 3	9 th	Sun	Big Question for week 33: Does it go in one ear and out the other?					
	10 th	Mon	08:15 Staff Briefing	Leaders of Lunch Y8 all week	Tasks for Week 33: <input type="checkbox"/> Draft timetable circulated to HODs for checking	Tasks for Week 33: <input type="checkbox"/> RAG SDP <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)	15:30 - 16:30 Y11 English ES	
	11 th	Tues	14:50 - 15:50 Departmental Meeting 16 Y7 and Y10 focus 16:00 - 17:00 Twilight 8 17:00 - 18:00 Twilight DPR 8				14:40 - 15:40 Y11 Science ES	
	12 th	Wed					15:30 - 16:30 Y11 Statistics ES	18:15 - 19:30 Finance and Personnel Committee
	13 th	Thur	Leadership Group Meeting 33 15:30 - 16:30 Whole-school Detention 32				15:30 - 16:30 Y11 Humanities ES Y11 GCSE ES Finishes	
	14 th	Fri					Year 10 Exam Skills Commence 14:40 - 15:40 Y10 MFL ES	
	15 th	Sat		Headteacher's Detention 27			09:00 - 15:00 Y11 Intervention	
3 4	16 th	Sun	Big Question for week 34: If I am happy and I know it, should I always clap my hands?					
	17 th	Mon	08:15 Staff Briefing	Leaders of Lunch Y7 all week	Tasks for Week 34: <input type="checkbox"/> Feedback Scrutiny 6 (SAF Focus)	Tasks for Week 34: <input type="checkbox"/> New SEF / SDP Circulated for Discussion and Implementation <input type="checkbox"/> End of Term Letter Preparation Commences		
	18 th	Tues	14:50 - 15:50 Departmental Meeting 17 Y8 and Y9 focus 16:00 - 17:00 Professional Development Session 20	17:00 - 18:00 Y10 Parents' Evening Preparation for Y11				
	19 th	Wed		08:30 - 16:30 Y10 Geography GCSE Fieldwork (WOTN)				
	20 th	Thur	15:50 - 18:00 Leadership Group Meeting 34 15:30 - 16:30 Whole-school Detention 33	16:30 - 18:30 Friends of Forest Gate Summer Fiesta				
	21 st	Fri		Leaders of Lunch celebration			<i>External examinations end</i>	
	22 nd	Sat		Headteacher's Detention 28			14:40 - 15:40 Y10 MFL ES	
23 rd	Sun	Big Question for week 35: Why do I need maths when I have a calculator?						
3 5	24 th	Mon	08:15 Staff Briefing	Leaders of Lunch Y9 all week 16:00 - 17:00 Music on a Summer's Evening	Tasks for Week 35: <input type="checkbox"/> Optional Line Management Week 6	Tasks for Week 35: <input type="checkbox"/> Optional Line Management Week 6 <input type="checkbox"/> LAC Report <input type="checkbox"/> EAL Progress Report	15:30 - 16:30 Y10 English ES	
	25 th	Tues	14:50 - 15:50 Departmental Meeting 18 Y7 and Y10 focus and MTPs shared for new academic year 16:00 - 17:00 Professional Development Session 21 16:00 - 17:00 Optional Curriculum Meeting 15				14:40 - 15:40 Y10 Science ES	
	26 th	Wed		16:30 - 19:00 Y6 Parents' Transition Evening			15:30 - 16:30 Y10 Maths ES	
	27 th	Thur	15:50 - 18:00 Leadership Group Meeting 35	Transition Day for New Y7 08:30 - 16:30 Y10 Geography GCSE Fieldwork Stratford			Y9 GCSE Preliminary Art Examination Day 1 15:30 - 16:30 Y10 Humanities ES	

		15:30 - 16:30 Whole-school Detention 34					
28 th	Fri	Leadership Group Conference commences (Details TBC) DPR Window 3 for Y7 - 10 closes				Y9 GCSE Preliminary Art Examination Day 2 14:40 - 15:40 Y10 MFL ES	
29 th	Sat	Leadership Group Conference ends (Details TBC)	Headteacher's Detention 29				
30 th	Sun	Big Question for week 36: Is fear at the heart of hatred?					

Notes

July 2019

W	Date	Staff Meeting, CPD and DPR	Students and Families	Middle Leader Tasks and Monitoring	Senior Leader Tasks and Monitoring	Examinations and Interventions	Key MAT Dates
3 6	1 st Mon	08:15 Staff Briefing	Leaders of Lunch Y8 all week	Tasks for Week 36: <input type="checkbox"/> Bin Bag Day <input type="checkbox"/> 3-Way Learning <input type="checkbox"/> Conversations (SAF Focus) 4 commence (HOD) <input type="checkbox"/> Data Review 3 (Y11) and RAG DDP commences (HOD)	Tasks for Week 36: <input type="checkbox"/> Feedback Scrutiny 6 (SAF Focus) <input type="checkbox"/> End of Term Letter Distributed to students <input type="checkbox"/> 3-Way Learning <input type="checkbox"/> Conversations (SAF Focus) 4 commence (LG) <input type="checkbox"/> SDP Check 6	15:30 - 16:30 Y10 English ES	18:15 - 19:30 Exec Board
	2 nd Tues	14:50 - 15:50 New Year Teams 16:00 - 17:00 Professional Development Session 22	18:00 - 19:30 School Production			14:40 - 15:40 Y10 Science ES	
	3 rd Wed		16:00 - 17:30 School Production			15:30 - 16:30 Y10 Maths ES	
	4 th Thur	15:50 - 18:00 Leadership Group Meeting 36 15:30 - 16:30 Whole-school Detention 35				15:30 - 16:30 Y10 Humanities ES	
	5 th Fri					14:40 - 15:40 Y10 MFL ES	
	6 th Sat		Headteacher's Detention 30				
	7 th Sun	Big Question for week 37: Are we born clever?					
3 7	8 th Mon	08:15 Staff Briefing	Leaders of Lunch Y7 all week	Tasks for Week 37: <input type="checkbox"/> 3-Way Learning <input type="checkbox"/> Conversations (SAF Focus) 4 end (HOD) <input type="checkbox"/> Behaviour Review 6 (HOL) <input type="checkbox"/> Assignment Analytics 6 <input type="checkbox"/> Y7 - 10 Underachievers Review following closure of DPR1 (HOLs 7 - 10) <input type="checkbox"/> Data Review 3 (Y11) and RAG DDP commences (HOD)	Tasks for Week 37: <input type="checkbox"/> Star of the Half Term Nominations 2 <input type="checkbox"/> 3-Way Learning <input type="checkbox"/> Conversations (SAF Focus) 3 end (HOD) <input type="checkbox"/> Y11 Underachievers Review following closure of DPR1 (HOL Y7 - 10)	15:30 - 16:30 Y10 English ES	
	9 th Tues	14:50 - 15:50 School Leaders 4 16:00 - 17:00 Twilight 9 17:00 - 18:00 Twilight DPR 9	17:00 - 18:30 Awards and Master Mission Evening			14:40 - 15:40 Y10 Science ES	
	10 th Wed		09:00 - 15:00 Sports Day				
	11 th Thur	15:50 - 18:00 Leadership Group Meeting 37 15:30 - 16:30 Whole-school Detention 36				Y10 GCSE Preliminary Art Examination Day 1 15:30 - 16:30 Y10 Humanities ES	
	12 th Fri		FGCS vs TCS vs Eastlea Inter-school Spelling Competition 08:45 - 09:15 Parents' Coffee Morning Drop-in 7 19:00 - 23:00 Y11 Prom			Y10 GCSE Preliminary Art Examination Day 2 14:40 - 15:40 Y10 MFL ES	
	13 th Sat		Headteacher's Detention 31				
	14 th Sun	Big Question for week 38: Would you play your violin as the Titanic sank?					
3 8	15 th Mon	08:05 Staff Breakfast	Leaders of Lunch Y9 all week	Tasks for Week 38: <input type="checkbox"/> Diarise new calendar dates <input type="checkbox"/> Arrange handover meetings with appropriate leaders	Tasks for Week 38: <input type="checkbox"/> The Great Throw-out <input type="checkbox"/> Assignment Analytics 6	15:30 - 16:30 Y10 English ES Exam Skills Ends for Y10	
	16 th Tues	14:50 - 15:20 Whole-school Visits Briefing 15:50 - 16:50 The Great Throwout					
	17 th Wed		08:00 - 17:00 Whole-school Visits Day				
	18 th Thur	15:50 - 18:00 Leadership Group Meeting 38 15:30 - 16:30 Whole-school Detention 37					
	19 th Fri	12:20 Closure - Last Day of Term 14:00 Staff Social Event	Non-uniform Day 3				
	20 th Sat						
	21 st Sun						