

September 2019

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT and Governance Meetings	
0	1st	Sun	Big Question 1: What can you change with a smile?						
1	2nd	Mon	Staff Training Day 1 DPR Window 1 opens for all year groups 15:50 - 18:00 Leadership Group Meeting 1	GL Progress tests English and Maths for Y7, 8 & 9 commences	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.) <input type="checkbox"/> Sort Leaders of Lunch <input type="checkbox"/> HoL review exam appeals <input type="checkbox"/> Ensure Exam Appeals Signed	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 <input type="checkbox"/> Arrange afternoon activities <input type="checkbox"/> GL Test Results 2019	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 <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"/> 2018 - 19 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	
	3rd	Tues	08:00 New Staff Breakfast with LG Staff Training Day 2		School closed to students				
	4th	Wed	PMR commences		All students return (staggered start) P1 - Y7, P3 - Y8, Y9, Y10 and Y11 School Photographs (Y7)				
	5th	Thur	15:50 - 18:00 Leadership Group Meeting 2	15:30 - 16:30 Y11 Humanities ES	Celebration of International Literacy Day - Treasure Hunt				
	6th	Fri	12:10 Staff Welcome Party	12:10 - 13:10 Y11 MFL ES	12:10 - 16:00 Activities afternoon				
	7th	Sat							
	8th	Sun							
	2	9th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES Y7 Baseline Tests commence				Leaders of Lunch Y10 all week
10th		Tues	15:45 - 16:45 Departmental Meeting 1 16:55 - 17:55 Professional Development Session 1	15:30 - 16:30 Y11 Science ES					
11th		Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club					
12th		Thur	15:50 - 18:00 Leadership Group Meeting 3	15:30 - 16:30 Y11 Humanities ES					
13th		Fri		12:10 - 13:10 Y11 MFL ES Examination Appeals deadline Y7 Baseline Tests	12:10 - 16:00 Activities afternoon				
14th		Sat							
15th		Sun	Big Question 2 : Do we need to break laws to make laws?						
3	16th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y9 all week	Tasks for Week 3: <input type="checkbox"/> Y11 focus <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) <input type="checkbox"/> Review DDP <input type="checkbox"/> GL Test Results <input type="checkbox"/> DPR Engagement Student Awards (HOL)	Tasks for Week 3: <input type="checkbox"/> Middle Leader Examination Analysis Meetings Commence (LG) <input type="checkbox"/> GL Test Results <input type="checkbox"/> 17.09.2019 - 17:00 - 18:00 Recruitment Open Evening		
	17th	Tues	15:45 - 16:45 Departmental Meeting 2 16:55 - 17:55 Optional Curriculum Meeting 1	15:30 - 16:30 Y11 Science ES					
	18th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club					
	19th	Thur	15:50 - 18:00 Leadership Group Meeting 4	15:30 - 16:30 Y11 Humanities ES					
	20th	Fri	12:20 - 14:20 Twilight 1 14:20 - 15:20 Twilight DPR 1	12:10 - 13:10 Y11 MFL ES	12:10 - 16:00 Activities afternoon				
	21st	Sat							
	22nd	Sun							
4	23rd	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y8 all week	Tasks for Week 4: <input type="checkbox"/> Y7 and Y10 focus <input type="checkbox"/> Optional Line Management Week 1 <input type="checkbox"/> Snack Attack 1 <input type="checkbox"/> Assignment Quality Check 1	Tasks for Week 4: <input type="checkbox"/> Optional Line Management Week 1 <input type="checkbox"/> Student File Check 1 <input type="checkbox"/> Checklist Check 1	18:15 - 19:30 Local School Board	

	24th	Tues	15:45 - 16:45 Departmental Meeting 3 16:55 - 17:55 Professional Development Session 2 16:55 - 17:55 Optional Curriculum Meeting 2	15:30 - 16:30 Y11 Science ES	16:30 -17:30 MAS Parent Information Evening				
	25th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club					
	26th	Thur	15:50 - 18:00 Leadership Group Meeting 5	15:30 - 16:30 Y11 Humanities ES					
	27th	Fri		12:10 - 13:10 Y11 MFL ES <i>GL Progress tests English and Maths for Y7, 8 & 9 ends</i>	12:10 - 16:00 Activities afternoon				
	28th	Sat							
	29th	Sun	Big Question 3 : Is health more important than wealth?						
5	30th	Mon	08:15 Staff Briefing Y11 College Tutors' References and Grades captured in SIMS opens	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X <i>Year 11 Unit Focussed Paper Commences</i>	Leaders of Lunch Y10 all week	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 <input type="checkbox"/> Pathway S Provision Report <input type="checkbox"/> Y11 Review College References (Y11 HOL)		

Notes

October 2019

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT and Governance Meetings
5	1st	Tues		15:30 - 16:30 Y11 Science ES	16:30 - 19:00 Open Evening 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"/> Assignment Quality Check 1 <input type="checkbox"/> SEND Results Analysis <input type="checkbox"/> Pathway 5 Provision Report	
	2nd	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club	09:00 - 12:00 Open Morning			18:15 - 19:30 Finance and Personnel Committee
	3rd	Thur	15:50 - 18:00 Leadership Group Meeting 6	15:30 - 16:30 Y11 Humanities ES	09:00 - 12:00 Open Morning National Poetry Day Poetry Competition			
	4th	Fri		12:10 - 13:10 Y11 MFL ES <i>Unit Focussed Paper Ends</i>	08:45 - 09:15 Parents' Coffee Morning Drop-in 1 (Theme Y7 Parents) 12:10 - 16:00 Activities afternoon			
	5th	Sat						
	6th	Sun						
6	7th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y9 all week	Tasks for Week 6: <input type="checkbox"/> Y8 and Y9 focus and MTPs shared <input type="checkbox"/> Standardisation of DPR Y11 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"/> Assignment Analytics 1 <input type="checkbox"/> Staff Absence Meeting	
	8th	Tues	15:45 - 16:45 Departmental Meeting 4	15:30 - 16:30 Y11 Science ES				
	9th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club				
	10th	Thur	15:50 - 18:00 Leadership Group Meeting 7	15:30 - 16:30 Y11 Humanities ES 16:30-19:00 Careers Fair	18:30 - 19:30 Master Mission Awards Evening			18:15 - 19:30 Students, Standards and Community Committee
	11th	Fri		12:10 - 13:10 Y11 MFL ES	12:10 - 16:00 Activities afternoon			
	12th	Sat						
	13rd	Sun	Big Question 4 : Can children save the planet?					
7	14th	Mon	08:05 Staff Breakfast	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X HODs to submit Preliminary 1 Exam Entries to Exams Office	Leaders of Lunch Y8 all week Expressive Arts 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) <input type="checkbox"/> Y11 Learning Hub Rotas and Guidelines to LG	
	15th	Tues	15:45 - 16:45 School Leaders 1 16:55 - 17:55 Professional Development Session 3 16:55 - 17:55 Optional Curriculum Meeting 3	15:30 - 16:30 Y11 Science ES	16:00 - 18:00 Y7 Parents Information Evening (Y7 Tutors only)			
	16th	Wed	DPR Window 1 closes for Y11 only	15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club	World Food Day 2019			
	17th	Thur	15:50 - 18:00 Leadership Group Meeting 8	15:30 - 16:30 Y11 Humanities ES				18:15 - 19:30 Exec Board
	18th	Fri	PMR ends Y11 College References and Grades captured in SIMS Close	12:10 - 13:10 Y11 MFL ES <i>BTEC Sport Registrations Deadline</i>	12:10 - 16:00 Activities afternoon			
	19th	Sat						
H	20th	Sun						
	21st	Mon		09:00 - 15:00 Y11 Intervention				
	22nd	Tues		09:00 - 15:00 Y11 Intervention				
	23rd	Wed		09:00 - 15:00 Y11 Intervention				
	24th	Thur		09:00 - 15:00 Y11 Intervention				
25th	Fri		09:00 - 15:00 Y11 Intervention					

	26th	Sat						
	27th	Sun	Diwali					
8	28th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X <i>Pass Tests Open (Y7 - Y10)</i>	Leaders of Lunch Y10 all week	Tasks for Week 8: <input type="checkbox"/> Y7 and Y11 focus <input type="checkbox"/> Attendance Review 1 (HOL) <input type="checkbox"/> Assignment Quality Check 2	Tasks for Week 8 <input type="checkbox"/> ES Tracker Check <input type="checkbox"/> Staff Absence Update <input type="checkbox"/> Behaviour Review Feedback 1 (LG) <input type="checkbox"/> Year 11 Learning Hub commences	
	29th	Tues	15:45 - 16:45 Departmental Meeting 5 16:55 - 17:55 Professional Development Session 4	15:30 - 16:30 Y11 Science ES				
	30th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club				
	31st	Thur	15:50 - 18:00 Leadership Group Meeting 9	15:30 - 16:30 Y11 Humanities ES				

Notes

November 2019

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT and Governance Meetings	
8	1st	Fri		12:10 - 13:10 Y11 MFL ES <i>Pass Tests (Y7 - Y10) end</i>					
	2nd	Sat		09:00 - 12:00 Y11 Intervention					
	3rd	Sun	Big Question 5 : Is it better to act or react?						
9	4th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Yg all week	Tasks for Week 9: <input type="checkbox"/> Y11 Underachievers Review (HOL) <input type="checkbox"/> Data Review 1 (Y11 only) <input type="checkbox"/> RAG DDP commences HOD and HOL Y11 <input type="checkbox"/> 3-Way Learning Y11 Conversations (SAF Focus) 1 commence (HOD) <input type="checkbox"/> SM MM Participation Check 2	Tasks for Week 9: <input type="checkbox"/> Equalities Survey <input type="checkbox"/> Inclusion Survey <input type="checkbox"/> Safeguarding Children Report to LG <input type="checkbox"/> Attendance Review 1 Feedback (LG) <input type="checkbox"/> Data Review 1 (Y11 only) <input type="checkbox"/> RAG DDP Commences HOD and HOL Year 11 <input type="checkbox"/> 3-Way Learning Y11 Conversations (SAF Focus) 1 commence (LG) <input type="checkbox"/> Staff Absence Meeting		
	5th	Tues	15:45 - 16:45 Year Teams 1 16:55 - 17:55 Professional Development Session 5 16:55 - 17:55 Optional Curriculum Meeting 4	15:30 - 16:30 Y11 Science ES					
	6th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club					
	7th	Thur	15:50 - 18:00 Leadership Group Meeting 10	15:30 - 16:30 Y11 Humanities ES					
	8th	Fri		12:10 - 13:10 Y11 MFL ES	12:10 - 16:00 Activities afternoon				
	9th	Sat		09:00 - 12:00 Y11 Intervention					
	10th	Sun							
10	11th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X <i>Y11 Preliminary 1 Exam Timetable published to staff and students</i>	Leaders of Lunch Y8 all week National Anti-Bullying Week	Tasks for Week 10: <input type="checkbox"/> Y8 and Y9 focus <input type="checkbox"/> Feedback Scrutiny 2 (SAF Focus)	Tasks for Week 10: <input type="checkbox"/> Assignment Quality Check 2		
	12th	Tues	15:45 - 16:45 Departmental Meeting 6	15:30 - 16:30 Y11 Science ES	Guru Nanak's Birthday (school open)				
	13th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club					
	14th	Thur	15:50 - 18:00 Leadership Group Meeting 11	15:30 - 16:30 Y11 Humanities ES	08:30 - 15:30 Year 10 Aspirations Day				18:15 - 19:30 Local School Board
	15th	Fri		12:10 - 13:10 Y11 MFL ES	12:10 - 16:00 Activities afternoon				
	16th	Sat		09:00 - 12:00 Y11 Intervention					
	17th	Sun	Big Question 6 : Should I be scared?						
11	18th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y10 all week Road Safety Week	Tasks for Week 11: <input type="checkbox"/> Y7 and Y10 focus <input type="checkbox"/> Optional Line Management Week 2 <input type="checkbox"/> Student Interviews on Behaviour and Safety (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		
	19th	Tues	15:45 - 16:45 Departmental Meeting 7 16:55 - 17:55 Professional Development Session 6 16:55 - 17:55 Optional Curriculum Meeting 5	15:30 - 16:30 Y11 Science ES <i>Drama GCSE Component 1 Exam Day 1</i>	17:00 - 18:00 Y12 Certificates Evening				
	20th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club <i>Drama GCSE Component 1 Exam Day 2</i>					18:15 - 19:30 Finance and Personnel Committee
	21st	Thur	15:50 - 18:00 Leadership Group Meeting 12	15:30 - 16:30 Y11 Humanities ES					
	22nd	Fri	12:20 - 14:20 Twilight 2 14:20 - 15:20 Twilight DPR 2	12:10 - 13:10 Y11 MFL ES	12:10 - 16:00 Activities afternoon				
	23rd	Sat		09:00 - 12:00 Y11 Intervention					
	24th	Sun							
12	25th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y9 all week <i>Creative Writing Competition</i>	Tasks for Week 12: <input type="checkbox"/> Snack Attack 2	Tasks for Week 12: <input type="checkbox"/> Office Efficiency Survey		

			<i>Y11 Preliminary 1 Examinations commence</i>			<input type="checkbox"/> Feedback Scrutiny 2 (SAF Focus)	
26th	Tues	16:55 - 17:55 Professional Development Session 7	15:30 - 16:30 Y11 Science ES				18:15 - 19:30 Students, Standards and Community Committee
27th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club				
28th	Thur	15:50 - 18:00 Leadership Group Meeting 13	15:30 - 16:30 Y11 Humanities ES	Y7 Pantomime Visits			
29th	Fri		12:10 - 13:10 Y11 MFL ES	12:10 - 16:00 Activities afternoon			
30th	Sat		09:00 - 12:00 Y11 Intervention				

Notes

December 2019

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT and Governance Meetings	
12	1st	Sun	Big Question 7 : How will I afford to live in London?						
13	2nd	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y8 all week	Tasks for Week 13: <input type="checkbox"/> Assignment Analytics 2 <input type="checkbox"/> Standardisation of DPR Y7-10	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"/> Assignment Analytics 2 <input type="checkbox"/> Pass Test Results <input type="checkbox"/> End of Term Letter Distributed to Students		
	3rd	Tues	15:45 - 16:45 Departmental Meeting 8 16:55 - 17:55 Professional Development Session 8 16:55 - 17:55 Optional Curriculum Meeting 6	15:30 - 16:30 Y11 Science ES					
	4th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club	9:00 - 12:00 School Leaders' Open Morning				
	5th	Thur	15:50 - 18:00 Leadership Group Meeting 14	15:30 - 16:30 Y11 Humanities ES					18:15 - 19:30 Exec Board
	6th	Fri	12:10 - Onwards: Staff Meal and Social Event	12:10 - 13:10 Y11 MFL ES <i>Y11 Preliminary 1 Examinations end</i>	08:45 - 09:15 Parents' Coffee Morning Drop-in 2 (Post-16 Focus) 12:10 - 16:00 Activities afternoon				
	7th	Sat		09:00 - 12:00 Y11 Intervention					
	8th	Sun							
14	9th	Mon	08:05 Staff Breakfast	Exams Officer to update all Exam Policies and Procedures	Leaders of Lunch Y10 all week Charities Week Christmas Spelling Bee all week 16:00 - 17:00 Christmas Concert	Tasks for Week 14: <input type="checkbox"/> MTPs shared <input type="checkbox"/> Behaviour Review 2 (HOL) <input type="checkbox"/> Standardisation of DPR Y11	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"/> Plan Offsite Leadership Meeting <input type="checkbox"/> Staff Absence Meeting		
	10th	Tues	15:45 - 16:45 Departmental Meeting 9 16:55 - 17:55 Professional Development Session 9						
	11th	Wed	DPR Window 1 closes for Y7 - 10						
	12th	Thur	15:50 - 18:00 Leadership Group Meeting 15		Leaders of Lunch Rewards Cards				
	13th	Fri	12:10 Closure - Last Day of Term 12:15 Staff Social Event		Non-uniform Day 1 Christmas Jumper Day				
	14th	Sat							
H	15th	Sun							
	16th	Mon		09:00 - 15:00 Y11 Intervention					
	17th	Tues		09:00 - 15:00 Y11 Intervention					
	18th	Wed		09:00 - 15:00 Y11 Intervention					
	19th	Thur		09:00 - 15:00 Y11 Intervention					
	20th	Fri		09:00 - 15:00 Y11 Intervention					
	21st	Sat							
	22nd	Sun							
	23rd	Mon							
	24th	Tues							
	25th	Wed	Christmas Day						
	26th	Thur	Boxing Day						
	27th	Fri							
	28th	Sat							
29th	Sun								
30th	Mon								
31st	Tues								

Notes

January 2020

W	Date	Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT and Governance Meetings	
H	1st	Wed	New Year's Day					
	2nd	Thur						
	3rd	Fri						
	4th	Sat						
	5th	Sun	Big Question 8: Is politics rotten at the core?					
15	6th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X <i>GCSE Examination Entries 2020 to Examinations Officer open</i>	Leaders of Lunch Y9 all week	Tasks for Week 15: <input type="checkbox"/> Y9 and Y10 focus and MTPs shared <input type="checkbox"/> Attendance Review 2 (HOL) <input type="checkbox"/> Form Tutor Health Check 1 (HOL) <input type="checkbox"/> Y11 HOL to ensure tutors are prepared for flipped Parents' Evenings	Tasks for Week 15 <input type="checkbox"/> Overtime Planning <input type="checkbox"/> SCR Check 2 <input type="checkbox"/> All Key Deadlines for Middle Leaders added to Calendar <input type="checkbox"/> Behaviour Review Feedback 2 (LG) <input type="checkbox"/> Senior Leader to support with absence calls	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 Update <input type="checkbox"/> Financial Dashboard Check <input type="checkbox"/> Monitoring Processes Check <input type="checkbox"/> SMSC / 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"/> SCR Check 2
	7th	Tues	15:45 - 16:45 Departmental Meeting 10 16:55 - 17:55 Professional Development Session 10 16:55 - 17:55 Optional Curriculum Meeting 7	15:30 - 16:30 Y11 Science ES				
	8th	Wed	DPR Window 2 closes for Y11 only	15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club				
	9th	Thur	15:50 - 18:00 Leadership Group Meeting 16	15:30 - 16:30 Y11 Humanities ES				
	10th	Fri		12:10 - 13:10 Y11 MFL ES	08:45 - 09:15 Parents' Coffee Morning Drop-in 3 (Work Experience Focus) 12:10 - 16:00 Activities afternoon			
	11th	Sat		09:00 - 12:00 Y11 Intervention				
	12th	Sun						
16	13th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y8 all week Y10 Work Experience Week	Tasks for Week 16: <input type="checkbox"/> Y7-10 Underachievers' Review (HOLs) <input type="checkbox"/> Data Review 1 (Y10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 1 commence (HOD)	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"/> Data Review 1 (Y10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 1 commence (LG) <input type="checkbox"/> Staff Absence Meeting	
	14th	Tues	15:45 - 16:45 School Leaders 2	15:30 - 16:30 Y11 Science ES				
	15th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club				
	16th	Thur	15:50 - 18:00 Leadership Group Meeting 17	15:30 - 16:30 Y11 Humanities ES				
	17th	Fri		12:10 - 13:10 Y11 MFL ES	12:10 - 16:00 Activities afternoon			
	18th	Sat		09:00 - 12:00 Y11 Intervention				
	19th	Sun	Big Question 9: Is London a melting pot or a series of ghettos?					
17	20th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y10 all week	Tasks for Week 17: <input type="checkbox"/> Feedback Scrutiny 3 (SAF Focus) <input type="checkbox"/> Assignment Quality Check 3 <input type="checkbox"/> Data Review 2 (Y11 only) <input type="checkbox"/> RAG DDP Commences HOD and HOL Year 11 <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 2 commence (HOD) <input type="checkbox"/> DPR Engagement Student Awards (HOL)	Tasks for Week 17: <input type="checkbox"/> Calendar Planning for 2020-21 Commences <input type="checkbox"/> SEF Update and Review 2 (LG) <input type="checkbox"/> Y11 Underachievers' Review <input type="checkbox"/> Data Review 2 (Y11 only) <input type="checkbox"/> RAG DDP Commences HOD and HOL Year 11 <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 2 commence (LG)	
	21st	Tues		15:30 - 16:30 Y11 Science ES	19:30 - 19:00 Y11 Parents' Evening			
	22nd	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club				
	23rd	Thur	15:50 - 18:00 Leadership Group Meeting 18	15:30 - 16:30 Y11 Humanities ES				
	24th	Fri	12:20 - 14:20 Twilight 3 13:10 - 14:10 Twilight DPR 3	12:10 - 13:10 Y11 MFL ES <i>GCSE Exams Entries 2020 to Exams Officer closes</i>	12:10 - 16:00 Activities afternoon			
	25th	Sat		09:00 - 12:00 Y11 Intervention				
	26th	Sun						18:15 - 19:30 Local School Board

18	27th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y9 all week Y11 Art Examination Visit	Tasks for Week 18: <input type="checkbox"/> Y7 and Y10 focus <input type="checkbox"/> Optional Line Management Week 3 <input type="checkbox"/> Snack Attack 3 <input type="checkbox"/> Y10 HOL to ensure tutors are prepared for flipped Parents' Evenings	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 <input type="checkbox"/> 28.01.2020 - 17:00 - 18:00 Recruitment Open Evening	
	28th	Tues	15:45 - 16:45 Departmental Meeting 11 16:55 - 17:55 Professional Development Session 11 16:55 - 17:55 Optional Curriculum Meeting 8	15:30 - 16:30 Y11 Science ES				
	29th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club				
	30th	Thur	15:50 - 18:00 Leadership Group Meeting 19	15:30 - 16:30 Y11 Humanities ES	18:30 - 19:30 Master Mission Awards Evening			18:15 - 19:30 Students, Standards and Community Committee
	31st	Fri		12:10 - 13:10 Y11 MFL ES	08:45 Parents' Coffee Morning Drop-in 4 12:10 - 16:00 Activities afternoon			

Notes

February 2020

W	Date	Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT and Governance Meetings		
18	1st	Sat		09:00 - 12:00 Y11 Intervention					
	2nd	Sun	Big Question 10 : Do old sins cast long shadows?						
19	3rd	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	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 <input type="checkbox"/> Y8 HOL to ensure tutors are prepared for flipped Parents' Evenings <input type="checkbox"/> SM MM Participation Check 3	Tasks for Week 19 <input type="checkbox"/> Star of the Half Term Nominations 3 <input type="checkbox"/> Feedback Scrutiny 3 (SAF Focus) <input type="checkbox"/> Assignment Analytics 3		
	4th	Tues		15:30 - 16:30 Y11 Science ES	16:30 - 19:00 Y10 Parents Evening				
	5th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club					18:15 - 19:30 Finance and Personnel Committee
	6th	Thur	15:50 - 18:00 Leadership Group Meeting 20	15:30 - 16:30 Y11 Humanities ES	UKMT Challenge (Intermediate)				
	7th	Fri		12:10 - 13:10 Y11 MFL ES	Public Speaking Competition 12:10 - 16:00 Activities afternoon				
	8th	Sat		09:00 - 12:00 Y11 Intervention					
	9th	Sun							
20	10th	Mon	08:05 Staff Breakfast	15:50 - 16:50 Y11 English ES Y11 Preliminary 2 Exam Timetable published to staff and students	Leaders of Lunch Y10 all week	Tasks for Week 20: <input type="checkbox"/> Y8 and Y9 focus <input type="checkbox"/> Examination Skills Tracker Review <input type="checkbox"/> Behaviour Review 3 (HOL)	Tasks for Week 20: <input type="checkbox"/> Student Visit Day Planning <input type="checkbox"/> SDP Check 3 Commences <input type="checkbox"/> Phonics and Social Skills Report <input type="checkbox"/> Staff Absence Meeting		
	11th	Tues	15:45 - 16:45 Departmental Meeting 12 16:55 - 17:55 Professional Development Session 12 16:55 - 17:55 Optional Curriculum Meeting 9	15:30 - 16:30 Y11 Science ES	Safer Internet Day 2020				
	12th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club					
	13th	Thur	15:50 - 18:00 Leadership Group Meeting 21	15:30 - 16:30 Y11 Humanities ES					18:15 - 19:30 Exec Board
	14th	Fri		12:10 - 13:10 Y11 MFL ES	12:10 - 16:00 Activities afternoon				
	15th	Sat		09:00 - 12:00 Y11 Intervention					
	16th	Sun							
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		09:00 - 15:00 Y11 Intervention					
	23rd	Sun	Big Question 11: How do I shatter the glass ceiling?						
21	24th	Mon	08:15 Staff Briefing PMR Review 1 opens (for teachers only)	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	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 <input type="checkbox"/> Attendance Review <input type="checkbox"/> First Draft of Calendar to LG <input type="checkbox"/> Environment Check Feedback 2 (Site) <input type="checkbox"/> Behaviour Review Feedback 3 (LG)		
	25th	Tues		15:30 - 16:30 Y11 Science ES	16:30 - 19:00 Y8 Parents' and Options Evening				
	26th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club	Y8 Options Submissions Open				
	27th	Thur	15:50 - 18:00 Leadership Group Meeting 22	15:30 - 16:30 Y11 Humanities ES					
	28th	Fri		12:10 - 16:00 Activities afternoon					
	29th	Sat		09:00 - 12:00 Y11 Intervention					

Notes

March 2020

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT Dates	
21	1st	Sun							
22	2nd	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X <i>Y11 Preliminary 2 Examinations Commences</i>	Leaders of Lunch Y8 all week	Tasks for Week 22: <input type="checkbox"/> Y11 and Y8 focus <input type="checkbox"/> Assignment Quality Check 4	Tasks for Week 22: <input type="checkbox"/> End of Term Letter Preparation Commences <input type="checkbox"/> Attendance Review 3 <input type="checkbox"/> Feedback (LG)		
	3rd	Tues	15:45 - 16:45 Departmental Meeting 13	15:30 - 16:30 Y11 Science ES					
	4th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club	9:00 - 12:00 School Leaders' Open Morning				
	5th	Thur	15:50 - 18:00 Leadership Group Meeting 23	15:30 - 16:30 Y11 Humanities ES	World Book Day - Whole School Fancy Dress Day				
	6th	Fri		12:10 - 13:10 Y11 MFL ES	12:10 - 16:00 Activities afternoon				
	7th	Sat		09:00 - 12:00 Y11 Intervention					
	8th	Sun	Big Question 12 : Should Britain adopt a one child policy?						
	23	9th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y7 all week British Science Week	Tasks for Week 23: <input type="checkbox"/> Timetable Subjects Loadings to HODs <input type="checkbox"/> Feedback Scrutiny 4 (SAF Focus) <input type="checkbox"/> Y9 HOL to ensure tutors are prepared for flipped Parents' Evenings	Tasks for Week 23: <input type="checkbox"/> Assignment Quality Check 4 <input type="checkbox"/> LAC Report <input type="checkbox"/> SEND Progress Report Including Pathway 5 <input type="checkbox"/> Staff Absence Meeting	
10th		Tues	15:45 - 16:45 Year Teams 2 16:55 - 17:55 Professional Development Session 13 16:55 - 17:55 Optional Curriculum Meeting 10	15:30 - 16:30 Y11 Science ES					
11th		Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club					
12th		Thur	15:50 - 18:00 Leadership Group Meeting 24	15:30 - 16:30 Y11 Humanities ES				18:15 - 19:30 Local School Board	
13th		Fri	12:20 - 14:20 Twilight 4 14:20 - 15:20 Twilight DPR 4	12:10 - 13:10 Y11 MFL ES <i>Y11 Preliminary 2 Examinations end</i>	12:10 - 16:00 Activities afternoon				
14th		Sat		09:00 - 12:00 Y11 Intervention					
15th		Sun							
24		16th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y9 all week	Tasks for Week 24: <input type="checkbox"/> Y8 and Y10 focus and MTPs shared <input type="checkbox"/> Optional Line Management Week 4 <input type="checkbox"/> Snack Attack 4 <input type="checkbox"/> Standardisation of DPR Y11	Tasks for Week 24: <input type="checkbox"/> Optional Line Management Week 4 <input type="checkbox"/> Staff Handbook and Calendar Checklist Incepted and Circulated <input type="checkbox"/> End of Term Letter Distributed to students	18:15 - 19:30 Finance and Personnel Committee
	17th	Tues	15:45 - 16:45 Departmental Meeting 14 16:55 - 17:55 Professional Development Session 14	15:30 - 16:30 Y11 Science ES					
	18th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club					
	19th	Thur	15:50 - 18:00 Leadership Group Meeting 25	15:30 - 16:30 Y11 Humanities ES					
	20th	Fri		12:10 - 13:10 Y11 MFL ES	12:10 - 16:00 Activities afternoon				
	21st	Sat		09:00 - 12:00 Y11 Intervention					
	22nd	Sun	Big Question 13 : Do I need to love myself before I love others?						
	25	23rd	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X <i>Y10 Preliminary Examinations commence for core subjects only</i> <i>Y11 GCSE Timetable Published for Website</i>	Leaders of Lunch Y8 all week	Tasks for Week 25: <input type="checkbox"/> Form Tutor Health Check 2 (HOL) <input type="checkbox"/> Assignment Analytics 4 <input type="checkbox"/> SM MM Participation Check 4	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"/> Feedback Scrutiny 4 (SAF Focus) <input type="checkbox"/> RAG SDP <input type="checkbox"/> Assignment Analytics 4	
24th		Tues		15:30 - 16:30 Y11 Science ES	16:30 - 19:00 Y9 Parents' Evening				

	25th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club				
	26th	Thur	15:50 - 18:00 Leadership Group Meeting 26	15:30 - 16:30 Y11 Humanities ES				18:15 - 19:30 Exec Board
	27th	Fri		12:10 - 13:10 Y11 MFL ES <i>Y10 Preliminary Examinations end</i>	08:45 - 09:15 Parents' Coffee Morning Drop-in 5 (Preparing for exams) 12:10 - 16:00 Activities afternoon <i>Spring Readathon Ends</i>			
	28th	Sat		09:00 - 12:00 Y11 Intervention				
	29th	Sun						
26	30th	Mon	08:05 Staff Breakfast	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X <i>Y11 GCSE Examination Timetable to Students</i>	Leaders of Lunch Y7 all week	Tasks for Week 26: <input type="checkbox"/> Behaviour Review 4 (HOL) <input type="checkbox"/> Standardisation of DPR Y11	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 <input type="checkbox"/> Form Tutor Health Check 2 (LG)	
	31st	Tue	15:45 - 16:45 Departmental Meeting 15	15:30 - 16:30 Y11 Science ES				

Notes

April 2020

W			Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT Dates	
26	1st	Wed	DPR 3 Window Closes for Y11	15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club		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 Planning <input type="checkbox"/> SDP Check 4		
	2nd	Thur	15:50 - 18:00 Leadership Group Meeting 27 (Offsite)	15:30 - 16:30 Y11 Humanities ES	Leaders of Lunch Y7 Certificates Distributed National Autism Day				
	3rd	Fri	12:10 Closure - Last Day of Term 12:10 Staff Social Event		Non-uniform Day 2				
	4th	Sat		09:00 - 12:00 Y11 Intervention					
	5th	Sun							
H	6th	Mon		09:00 - 15:00 Y11 Intervention					
	7th	Tues		09:00 - 15:00 Y11 Intervention					
	8th	Wed		09:00 - 15:00 Y11 Intervention					
	9th	Thur		09:00 - 15:00 Y11 Intervention					
	10th	Fri	Good Friday						
H	11th	Sat							
	12th	Sun							
	13th	Mon	Bank Holiday Monday						
	14th	Tues		09:00 - 15:00 Y11 Intervention					
	15th	Wed		09:00 - 15:00 Y11 Intervention					
H	16th	Thur		09:00 - 15:00 Y11 Intervention					
	17th	Fri		09:00 - 15:00 Y11 Intervention					
	18th	Sat							
	19th	Sun							
				Big Question 14: Aren't we all a little bit racist?					
27	20th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X <i>French and Spanish Speaking Exams Begin</i>	Leaders of Lunch Y9 all week	Tasks for Week 27: <input type="checkbox"/> Standardisation of DPR Y7-10 <input type="checkbox"/> Attendance Review 4 (HOL) <input type="checkbox"/> Y7 HOL to ensure tutors are prepared for flipped Parents' Evenings	Tasks for Week 27: <input type="checkbox"/> Staff Survey (SDP) <input type="checkbox"/> Student Survey (SDP) <input type="checkbox"/> Staff Absence Update <input type="checkbox"/> Knowledge Maps Incepted <input type="checkbox"/> End of Year Checklist Incepted <input type="checkbox"/> Food Survey <input type="checkbox"/> SCR Check 3 <input type="checkbox"/> Behaviour Review Feedback 4 (LG) <input type="checkbox"/> Door Knocking Commences <input type="checkbox"/> Staff Absence Meeting	Tasks for Term 3: <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"/> SCR Check 3 <input type="checkbox"/> SDP / SEF Updates 3 <input type="checkbox"/> New SDP Ideas <input type="checkbox"/> New Year Calendar	
	21st	Tues	15:45 - 16:45 Departmental Meeting 16 16:55 - 17:55 Professional Development Session 15 18:55 - 17:55 Optional Curriculum Meeting 11	15:30 - 16:30 Y11 Science ES					
	22nd	Wed	DPR Window 2 closes for Y7 - 10	15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club					
	23rd	Thur	15:50 - 18:00 Leadership Group Meeting 28	15:30 - 16:30 Y11 Humanities ES	Ramadan Commences (Provisional)				
	24th	Fri		12:10 - 13:10 Y11 MFL ES <i>French and Spanish Speaking Exams End</i>	12:10 - 16:00 Activities afternoon				
	25th	Sat		09:00 - 15:00 Y11 Intervention					
	26th	Sun							
28	27th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y8 all week	Tasks for Week 28: <input type="checkbox"/> Proposed Set Lists to HODS from Office <input type="checkbox"/> Data Review 3 (Y11 only) <input type="checkbox"/> RAG DDP commences HOD and HOL Y11 <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 3 commence (HOD)	Tasks for Week 29: <input type="checkbox"/> GRC1 Check 3 <input type="checkbox"/> Y11 Examinations Checklist Incepted <input type="checkbox"/> Attendance Review 4 Feedback (LG) <input type="checkbox"/> Data Review 3 (Y11 only) <input type="checkbox"/> RAG DDP Commences HOD and HOL Year 11		
	28th	Tues	15:45 - 16:45 School Leaders 3 16:55 - 17:55 Professional Development Session 16	15:30 - 16:30 Y11 Science ES	16:30 - 18:00 Y11 Parents' Forum				
	29th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club					
	30th	Thur	15:50 - 18:00 Leadership Group Meeting 29	15:30 - 16:30 Y11 Humanities ES	UKMT Challenge (Junior)				

						<input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 31 commence (LG) <input type="checkbox"/> 28.04.2020 - 17:00 - 18:00 Recruitment Open Evening	
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Notes

May 2020

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT Dates	
28	1st	Fri		12:10 - 13:10 Y11 MFL ES <i>Y11 GCSE Exam Rota published to staff</i>	12:10 - 16:00 Activities afternoon				
	2nd	Sat		09:00 - 15:00 Y11 Intervention					
	3rd	Sun	Big Question 15: Is it all in my head?						
29	4th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y9 all week Mental Health Awareness Week 16:30-17:30 MAS Parent Information Evening	Tasks for Week 29: <input type="checkbox"/> Proposed Set Lists to HODS from Data Manager <input type="checkbox"/> HOL Y7 to ensure tutors are prepared for flipped Parents' Evenings	Tasks for Week 29: <input type="checkbox"/> Staff School Improvement Survey <input type="checkbox"/> SEF Update and Review 3 (LG) <input type="checkbox"/> Y7-10 Underachievers' Review (HOL)		
	5th	Tues		15:30 - 16:30 Y11 Science ES <i>External examinations commence</i>	16:30 - 19:00 Y7 Parents' Evening	<input type="checkbox"/> Y7-10 Underachievers' Review (HOL) <input type="checkbox"/> Data Review 2 (Y10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 2 commence (HOD)	<input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 2 commence (LG)		
	6th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club <i>Y11 GCSE Art Examination Day 1</i>		<input type="checkbox"/> DPR Engagement Student Awards (HOL)			
	7th	Thur	15:50 - 18:00 Leadership Group Meeting 30	15:30 - 16:30 Y11 Humanities ES <i>Y11 GCSE Art Examination Day 2</i>				18:15 - 19:30 Local School Board 18:15 - 19:30 Students, Standards and Community Committee	
	8th	Fri	VE DAY - May Bank Holiday						
	9th	Sat		09:00 - 15:00 Y11 Intervention					
	10th	Sun							
30	11th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y8 all week Handwriting Improvement Competition Commences Head student applications open	Tasks for Week 30: <input type="checkbox"/> Y8 and Y9 focus <input type="checkbox"/> Optional Line Management Week 5 <input type="checkbox"/> SDP Ideas in LM <input type="checkbox"/> Snack Attack 5 <input type="checkbox"/> Assignment Analytics 5 <input type="checkbox"/> SM MM Participation Check 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"/> School Census Return <input type="checkbox"/> Student File Check 3 <input type="checkbox"/> Checklist Check 3 <input type="checkbox"/> Assignment Analytics 5 <input type="checkbox"/> Staff Absence Meeting		
	12th	Tues	15:45 - 16:45 Departmental Meeting 17	15:30 - 16:30 Y11 Science ES					
	13th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club				18:15 - 19:30 Finance and Personnel Committee	
	14th	Thur	15:50 - 18:00 Leadership Group Meeting 31	15:30 - 16:30 Y11 Humanities ES					
	15th	Fri	12:20 - 14:20 Twilight 5 14:20 - 15:20 Twilight DPR 5	12:10 - 13:10 Y11 MFL ES	08:45 Parents' Coffee Morning Drop-in 6 - Homework/Assignments 12:10 - 16:00 Activities afternoon				
	16th	Sat		09:00 - 15:00 Y11 Intervention					
17th	Sun	Big Question 16: Should we all be proud of who we are?							
31	18th	Mon	08:05 Staff Breakfast	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y7 all week Charities Week	Tasks for Week 31: <input type="checkbox"/> Environment Check 3 (Site and HODs) <input type="checkbox"/> Behaviour Review 5 (HOL)	Tasks for Week 31: <input type="checkbox"/> SDP Check 5 <input type="checkbox"/> Feedback Scrutiny 5 (SAF Focus) <input type="checkbox"/> Year 11 Learning Hub ends <input type="checkbox"/> Library Report <input type="checkbox"/> Leadership Group Conference Plan		
	19th	Tues	15:45 - 16:45 Year Teams 4 16:55 - 17:55 Professional Development Session 17 16:55 - 17:55 Optional Curriculum Meeting 12	15:30 - 16:30 Y11 Science ES					
	20th	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club	Head student applications close				
	21st	Thur	15:50 - 18:00 Leadership Group Meeting 32	15:30 - 16:30 Y11 Humanities ES				18:15 - 19:30 Exec Board	
	22nd	Fri		12:10 - 13:10 Y11 MFL ES	Handwriting Improvement Competition Ends 12:10 - 16:00 Activities afternoon				
	23rd	Sat	Eid						
24th	Sun								

H	25th	Mon	Spring Bank Holiday			
	26th	Tues		09:00 - 15:00 Y11 Intervention		
	27th	Wed		09:00 - 15:00 Y11 Intervention		
	28th	Thur		09:00 - 15:00 Y11 Intervention		
	29th	Fri		09:00 - 15:00 Y11 Intervention		
30th	Sat					
	31st	Sun				

Notes

June 2020

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT Dates
32	1st	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y9 all week 16:00 - 17:00 Music on a Summer's Evening	Tasks for Week 32: <input type="checkbox"/> Attendance Review 5 (HOL) <input type="checkbox"/> SM MM Participation Check 6	Tasks for Week 32: <input type="checkbox"/> School Calendar Signed Off <input type="checkbox"/> Staff Absence <input type="checkbox"/> Premises walk - CEO and CFO <input type="checkbox"/> Furniture / chairs check <input type="checkbox"/> Finalise CPD programme for next year <input type="checkbox"/> Behaviour Review Feedback 5 (LG)	
	2nd	Tue	15:45 - 16:45 Staff Meeting 3 16:55 - 17:55 Professional Development Session 18	15:30 - 16:30 Y11 Science ES				
	3rd	Wed		15:30 - 16:30 Y11 Maths ES 15:30 - 16:30 English Excellence Club				
	4th	Thur	15:50 - 18:00 Leadership Group Meeting 32 PMR Review 1 opens (for support staff only)	15:30 - 15:40 Y11 Humanities ES				
	5th	Fri		12:10 - 13:10 Y10 MFL ES	12:10 - 16:00 Activities afternoon			
	6th	Sat		09:00 - 15:00 Y11 Intervention				
	7th	Sun	Big Question 17 : Can our iPads kiss our children goodnight?					
33	8th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Maths Pathway X	Leaders of Lunch Y8 all week	Tasks for Week 33: <input type="checkbox"/> MTPs shared for new academic year <input type="checkbox"/> Standardisation of DPR Y7-10 <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) <input type="checkbox"/> Review GDPR Procedures <input type="checkbox"/> Staff Absence Meeting	
	9th	Tues	15:45 - 16:45 Departmental Meeting 18	15:30 - 16:30 Y11 Science ES				
	10th	Wed		15:30 - 16:30 Y11 Statistics ES				
	11th	Thur	Leadership Group Meeting 33	15:30 - 16:30 Y11 Humanities ES Y11 GCSE ES Finishes				
	12th	Fri		12:10 - 13:10 Y10 MFL ES <i>Year 10 Exam Skills Commence</i>	12:10 - 16:00 Activities afternoon			
	13th	Sat						
	14th	Sun						
34	15th	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 <input type="checkbox"/> Premises plan updated <input type="checkbox"/> Summer building work review	
	16th	Tues	16:55 - 17:55 Professional Development Session 19		17:00 - 18:00 Y10 Parents Evening: Preparation for Y11			
	17th	Wed			08:30 - 16:30 Y10 Geography GCSE Fieldwork (WOTN) 9:00 - 12:00 School Leaders' Open Morning			
	18th	Thur	15:50 - 18:00 Leadership Group Meeting 34					
	19th	Fri	12:20 - 14:20 Twilight 6 14:20 - 15:20 Twilight DPR 6	<i>External examinations end</i> 12:10 - 13:10 Y10 MFL ES	Leaders of Lunch celebration 12:10 - 16:00 Activities afternoon			
	20th	Sat						
	21st	Sun	Big Question 18 : Just because it is written down, does it make it true?					
35	22nd	Mon	08:15 Staff Briefing	GL Progress tests 1 for Y7, 8 & 9 <i>Eng, Ma and Sci Commences</i> 15:30 - 16:30 Y10 English ES	Leaders of Lunch Y9 all week	Tasks for Week 35: <input type="checkbox"/> Y7 and Y10 focus <input type="checkbox"/> Optional Line Management Week 6 <input type="checkbox"/> Standardisation of DPR Y7-10	Tasks for Week 35: <input type="checkbox"/> Optional Line Management Week 6 <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	
	23rd	Tues	15:45 - 16:45 Departmental Meeting 19 16:55 - 17:55 Professional Development Session 20 16:55 - 17:55 Optional Curriculum Meeting 13	15:30 - 16:30 Y10 Science ES				
	24th	Wed	DPR Window 3 for Y7 - 10 closes	15:30 - 16:30 Y10 Maths ES	16:30 - 19:00 Y6 Parents Transition Evening			
	25th	Thur	15:50 - 18:00 Leadership Group Meeting 35	15:30 - 16:30 Y10 Humanities ES	Transition Day for New Y7 08:30 - 15:30 18:30 - 19:30 Master Mission Awards Evening			

	26th	Fri	Leadership Group Conference	12:10 - 13:10 Y10 MFL ES	12:10 - 16:00 Activities afternoon		
	27th	Sat					
	28th	Sun					
36	29th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y10 English ES	Leaders of Lunch Y8 all week	Tasks for Week 36:	Tasks for Week 36: <input type="checkbox"/> Feedback Scrutiny 6 (SAF Focus) <input type="checkbox"/> SDP Check 6
	30th	Tues	15:45 - 16:45 New Year Teams 16:55 - 17:55 Professional Development Session 21	Y9 GCSE Preliminary Art Examination Day 1 15:30 - 16:30 Y10 Science ES	18:00 - 19:30 School Production		

Notes

July 2020

W	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Tasks and Monitoring	Senior Leader Tasks and Monitoring	Key MAT Dates	
36	1st	Wed		15:30 - 16:30 Y10 Maths ES <i>Y9 GCSE Preliminary Art Examination Day 2</i>	16:00 - 17:30 School Production	Tasks for Week 36:	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"/> 14:50 - 15:20 School Visits Briefing	18:15 - 19:30 Finance and Personnel Committee	
	2nd	Thur	15:50 - 18:00 Leadership Group Meeting 36	15:30 - 16:30 Y10 Humanities ES					
	3rd	Fri		12:10 - 13:10 Y10 MFL ES	12:10 - 16:00 Activities afternoon				
	4th	Sat							
	5th	Sun	Big Question 19: Is school just a waste of time?						
37	6th	Mon	08:15 Staff Briefing	15:30 - 16:30 Y10 English ES	Leaders of Lunch Y7 all week	Tasks for Week 37: <input type="checkbox"/> Behaviour Review 6 (HOL) <input type="checkbox"/> Assignment Analytics 6 <input type="checkbox"/> Y7-10 Underachievers' Review (HOL) <input type="checkbox"/> Data Review 3 (Y10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 3 commence (HOD)	Tasks for Week 37: <input type="checkbox"/> Star of the Half Term Nominations 2 <input type="checkbox"/> Plan for summer results day publicity <input type="checkbox"/> Assignment Analytics 6 <input type="checkbox"/> Data Review 3 (Y10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 3 commence (LG) <input type="checkbox"/> Y7-10 Underachievers' Review (LG) <input type="checkbox"/> Staff Absence Meeting		
	7th	Tues	15:45 - 16:45 School Leaders 4 16:55 - 17:55 Professional Development Session 22 16:55 - 17:55 Optional Curriculum Meeting 14	15:30 - 16:30 Y10 Science ES	17:00 - 18:00 Awards Evening				
	8th	Wed		<i>Y10 GCSE Preliminary Art Examination Day 1</i>	08:30 - 15:30 KS3 Sports Day KS4 Trips Day				
	9th	Thur	15:50 - 18:00 Leadership Group Meeting 37	<i>Y10 GCSE Preliminary Art Examination Day 2</i> 15:30 - 16:30 Y10 Humanities ES	19:00 - 23:00 Y11 Prom				18:15 - 19:30 Exec Board
	10th	Fri		12:10 - 13:10 Y10 MFL ES <i>GL Progress tests for Y7, 8 & 9 Eng, Ma and Sci Ends</i>	<i>Inter-school Spelling Competition</i> 08:45 - 09:15 Parents' Coffee Morning General Drop-in 7 12:10 - 16:00 Activities afternoon				
	11th	Sat							
	12th	Sun							
38	13th	Mon	08:05 Staff Breakfast	15:30 - 16:30 Y10 English ES Exam Skills Ends for Y10	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 <input type="checkbox"/> Bin Bag Day	Tasks for Week 38: <input type="checkbox"/> The Great Throw-out <input type="checkbox"/> Behaviour Review Feedback 6 (LG)		
	14th	Tues	(No Meetings) 15:50 - 16:50 The Great Throwout						
	15th	Wed			08:30 - 15:30 KS4 Sports Day KS3 Trips Day				
	16th	Thur	15:50 - 18:00 Leadership Group Meeting 38 (Offsite)						
	17th	Fri	12:10 Closure - Last Day of Term 14:00 Staff Social Event		Non-uniform Day 3				
	18th	Sat							
	19th	Sun							
	20th								
	21st								
	22nd								
	23rd								
	24th								
	25th								
	26th								
	27th								
	28th								