

# September 2018

Week	Date	Day	All Staff Meetings and CPD	Students and Families	Assessment and Reporting <i>Deadlines are always Friday</i>	Examinations and Interventions	
1	3 <sup>rd</sup>	Mon	Staff Training Day 1 15:45 - 17:45 LG meeting 1	School closed to pupils	DPR Window 1 opens		
	4 <sup>th</sup>	Tues	Staff Training Day 2 15:45 - 17:45 LG meeting 2	School closed to pupils			
	5 <sup>th</sup>	Wed	Teacher Appraisal review starts Professional Competences Tracker 1 opens	Year 7 (08:30) Years 8 & 11 (10:00) Years 9 & 10 (10:45)			
	6 <sup>th</sup>	Thur				Y7 and Y8 Reading Tests commence Y11 Science Exam Skills	
	7 <sup>th</sup>	Fri	15:00 Staff Welcome Party	Celebration of International Literacy Day (Saturday 8th September)		Y7 Baseline Tests commence	
	8 <sup>th</sup>	Sat	Big Question for week 2: What is cultural capital and why do I need it?				
	9 <sup>th</sup>	Sun					
2	10 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG Meeting 3			Y11 English Exam Skills	
	11 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 1 16:00 - 17:00 Opt Curric meeting 1 16:00 - 17:00 PD Session 1	School Photographs (Y7 - 11)			
	12 <sup>th</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting	Y11 Careers talk: Law 14:40 - 15:30		Y7 and Y8 Reading Tests end Y11 Maths Exam Skills	
	13 <sup>th</sup>	Thur				Y11 Science Exam Skills	
	14 <sup>th</sup>	Fri		09:00 Parent Coffee Morning 1		Y7 Baseline Tests end Examination Appeals deadline Y11 Exam Skills	
	15 <sup>th</sup>	Sat	Big Question for week 3: When should I not sound like myself?			10:00 - 13:00 Intervention 1	
	16 <sup>th</sup>	Sun					
3	17 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 4			Y11 English Exam Skills	
	18 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 2 16:00 - 17:00 BTEC standardisation meeting 1 16:00 - 18:00 Twilight 1				
	19 <sup>th</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting			Y11 Maths Exam Skills	
	20 <sup>th</sup>	Thur		16:30 - 18:00 Y11 Raising Achievement Evening		Y11 Science Exam Skills	
	21 <sup>st</sup>	Fri				Y11 Exam Skills	
	22 <sup>nd</sup>	Sat	Big Question for week 4: Does alien life exist?			10:00 - 13:00 Intervention 2	
	23 <sup>rd</sup>	Sun					
4	24 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 5	Y8 Girls HPV vaccination (1st Dose)		Y11 English Exam Skills	
	25 <sup>th</sup>	Tues	15:00 - 16:00 Year Team meeting 1 16:00 - 17:00 Opt Curric meeting 2 16:00 - 17:00 PD Session 2	16:00 - 18:00 Y7 Settling in Evening (Y7 Tutors only) 19:00 - Jack Petchey Award Evening (Cineworld O2)			
	26 <sup>th</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting	Y11 Career talk: Construction 14:40 - 15:30		Y11 Maths Exam Skills	
	27 <sup>th</sup>	Thur				Y11 Science Exam Skills	
	28 <sup>th</sup>	Fri				Y11 Exam Skills	
	29 <sup>th</sup>	Sat	Big Question for week 5: Is religion or tradition ever an excuse?			10:00 - 13:00 Intervention 3	
	30 <sup>th</sup>	Sun					

# Weeks 1 to 4

Detentions	Middle Leader Monitoring	Leadership Group Monitoring	Key MAT and Governance Meetings/Tasks	Day	Date	Week
	<b>Tasks for Week 1:</b> • Examination Results Analysis Report commences (HoD) • New DDP commences (HoD/HoL) • Examination reflection (Y11 HoL) • Departmental SEF update • Induct new staff in key processes (DPR, etc)	<b>Tasks for Week 1:</b> • Diarise and plan for Middle Leader Examination Analysis meetings • Overtime planning • Discuss new SDP • Discuss new targets • SCR Check 1 • LG to meet new staff • All LM meetings scheduled in calendars • HoD presentation plan	<b>LSB Tasks for Term 1:</b> • Review of headline exam results • Yearly Attendance Report • SCR Check 1 • Student Council feedback • New SDP / SEF 1 • MAS Report • Review of PCT • Safeguarding Report • Key Departments report to LSB • 2017 - 18 Sanctions Analysis • Financial Dashboard check • HT PMR and Target Setting • Declaration of Interest • Monitoring Processes check • Pupil Premium update	Mon	3 <sup>rd</sup>	1
				Tues	4 <sup>th</sup>	
				Wed	5 <sup>th</sup>	
				Thur	6 <sup>th</sup>	
				Fri	7 <sup>th</sup>	
				Sat	8 <sup>th</sup>	
				Sun	9 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	<b>Tasks for Week 2:</b> • Standardisation of DPR capture • Commence work on Departmental/Pastoral Trackers (HoDs/HoLs) • Examination Results Analysis Report ends (HOD) • Snack Attack 1 • NEET check (Y12)	<b>Tasks for Week 2:</b> • GRC1 check • Check Examination Reports completed • DHTs meet with new staff • SEF Update and Review 1 commences • Staff on doors monitoring 1 (LG)	18:00 - 19:30 LSB Meeting	Mon	10 <sup>th</sup>	2
				Tues	11 <sup>th</sup>	
15:30 - 17:00 LG detention				Wed	12 <sup>th</sup>	
15:30 - 16:30 HoL detention				Thur	13 <sup>th</sup>	
14:40 - 16:10 LG detention				Fri	14 <sup>th</sup>	
10:00 - 12:00 HT Detention 1				Sat	15 <sup>th</sup>	
				Sun	16 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	<b>Tasks for Week 3:</b> • Medium Term Plans review • Middle Leader Examination Analysis meetings commence (HoDs and Y11 HoL) • Y11 College References (Y11 HoL) • New DDP ends (HoD/HoL)	<b>Tasks for Week 3:</b> • Middle Leader Examination Analysis meetings commence • LG HoD presentations commence • NEET check (Y12)		Mon	17 <sup>th</sup>	3
				Tues	18 <sup>th</sup>	
15:30 - 17:00 LG detention				Wed	19 <sup>th</sup>	
15:30 - 16:30 HoL detention				Thur	20 <sup>th</sup>	
14:40 - 16:10 LG detention				Fri	21 <sup>st</sup>	
10:00 - 12:00 HT Detention 2				Sat	22 <sup>nd</sup>	
				Sun	23 <sup>rd</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	<b>Tasks for Week 4:</b> • Optional line management week 1 • Assignment Quality check 1 • KS3 Feedback Scrutiny 1 (HoD)	<b>Tasks for Week 4:</b> • Optional line management week 1 • Student File check 1 • SEF Update and Review 1 ends • Checklist check 1 • LV feedback 1 • Mentoring monitoring 1	18:15 - 19:30 FP Committee	Mon	24 <sup>th</sup>	4
				Tues	25 <sup>th</sup>	
15:30 - 17:00 LG detention				Wed	26 <sup>th</sup>	
15:30 - 16:30 HoL detention				Thur	27 <sup>th</sup>	
14:40 - 16:10 LG detention				Fri	28 <sup>th</sup>	
10:00 - 12:00 HT Detention 3				Sat	29 <sup>th</sup>	
				Sun	30 <sup>th</sup>	

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Public Holidays	School Closure	CPD	DPR	Curriculum Meetings	Pastoral Meetings	Photographs	Examinations	Whole staff meetings	PMR	Leadership Group Meeting	Staff Celebrations
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## October 2018

Week	Date	Day	All Staff Meetings and CPD	Students and Families	Assessment and Reporting <i>Deadlines are always Friday</i>	Examinations and Interventions	
5	1 <sup>st</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 6	Black History Month commences	Y11 College Tutors' references and grades captured in SIMS opens	Y11 English Exam Skills	
	2 <sup>nd</sup>	Tues	No calendared meetings				
	3 <sup>rd</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting			Y11 Maths Exam Skills	
	4 <sup>th</sup>	Thur	Pupils finish at 14:40	16:30 – 19:00 Open Evening National Poetry Day (Poetry Competition)		Y11 Science Exam Skills	
	5 <sup>th</sup>	Fri		09:00 Parent Coffee Morning 2		Y11 Exam Skills	
	6 <sup>th</sup>	Sat	Big Question for week 6: What is the history of the East End?				10:00 - 13:00 Intervention 4
	7 <sup>th</sup>	Sun					
6	8 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 7		DPR Window 1 closes for Y11 only	Y11 English Exam Skills	
	9 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 3 16:00 - 18:00 Twilight 2	Young Mayor Elections (TBC) Y6 Open Morning			
	10 <sup>th</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting	Y6 Open Morning 14:40 - 17:00 Careers Fair Y10 /11		Y11 Maths Exam Skills	
	11 <sup>th</sup>	Thur		Y6 Open Morning Year 11 Woman in Black GCSE Drama trip		Y11 Science Exam Skills	
	12 <sup>th</sup>	Fri				Y11 Exam Skills	
	13 <sup>th</sup>	Sat	Big Question for week 7: Is modern art rubbish?				10:00 - 13:00 Intervention 5
	14 <sup>th</sup>	Sun					
7	15 <sup>th</sup>	Mon	8:15 Staff Breakfast 15:45 - 17:45 LG meeting 8	Y9/10 - ASDAN trip - Saatchi Gallery - 11:00 - 13:00	Y11 College Tutors' references and grades captured in SIMS close	Pass Tests Open (Y7 - Y10) commence Y11 English Exam Skills	
	16 <sup>th</sup>	Tues	15:00 - 16:00 ML meeting 1 16:00 - 17:00 Opt Curric meeting 3 16:00 - 17:00 PD Session 3	World Food Day 2018			
	17 <sup>th</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting	Y11 Career talk: Engineering 14:40 - 15:30		Y11 Maths Exam Skills	
	18 <sup>th</sup>	Thur		Y11 Spelling Bee		Y11 Science Exam Skills	
	19 <sup>th</sup>	Fri	Teacher appraisal review ends Professional Competences Tracker 1 closes			Y11 Exam Skills	
	20 <sup>th</sup>	Sat	Big Question for week 8: Did Dixie chicken ever hurt anyone?				
21 <sup>st</sup>	Sun						
H	22 <sup>nd</sup>	Mon				am (1) Y11 Intervention am (2) Y11 Intervention	
	23 <sup>rd</sup>	Tues				am (1) Y11 Intervention am (2) Y11 Intervention	
	24 <sup>th</sup>	Wed		Make a Difference Day		am (1) Y11 Intervention am (2) Y11 Intervention	
	25 <sup>th</sup>	Thur				am (1) Y11 Intervention am (2) Y11 Intervention	
	26 <sup>th</sup>	Fri				am (1) Y11 Intervention am (2) Y11 Intervention	
	27 <sup>th</sup>	Sat					
	28 <sup>th</sup>	Sun					
8	29 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 9		DPR Window 2 opens for Y11 only	Y11 Preliminary 1 Exam Timetable published to staff Y11 English Exam Skills	
	30 <sup>th</sup>	Tues	15:00 - 16:00 Whole staff meeting 1 16:00 - 17:00 Opt Curric meeting 4 16:00 - 17:00 PD Session 4				

## Weeks 5 to 8

Detentions	Middle Leader Monitoring	Leadership Group Monitoring	Key MAT and Governance Meetings/Tasks	Day	Date	Week	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 5: • Environment Check 1	Tasks for Week 5: • KS3 Feedback Scrutiny 1 (LG) • Safeguarding Children Report (S11) completed • Assignment Quality Check 1		Mon	1 <sup>st</sup>	5	
15:30 - 17:00 LG detention				Tues	2 <sup>nd</sup>		
15:30 - 16:30 HoL detention				Wed	3 <sup>rd</sup>		
14:40 - 16:10 LG detention				18:15 - 19:30 SSC Committee	Thur		4 <sup>th</sup>
10:00 - 12:00 HT Detention 4					Fri		5 <sup>th</sup>
					Sat		6 <sup>th</sup>
					Sun		7 <sup>th</sup>
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 6: • KS4 Feedback Scrutiny 1 (HoD) • Standardisation of DPR judgements and grades for Y11 • Assignment Analytics 1	Tasks for Week 6: • Star of the Half Term nominations 1		Mon	8 <sup>th</sup>	6	
15:30 - 17:00 LG detention				Tues	9 <sup>th</sup>		
15:30 - 16:30 HoL detention				18:15 - 19:30 EB Meeting	Wed		10 <sup>th</sup>
14:40 - 16:10 LG detention					Thur		11 <sup>th</sup>
10:00 - 12:00 HT Detention 5					Fri		12 <sup>th</sup>
					Sat		13 <sup>rd</sup>
					Sun		14 <sup>th</sup>
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 7: • All Trackers in place (HoDs/HoLs) • Behaviour Review 1 (HoL) • HoDs to share MTP for next half term	Tasks for Week 7: • KS4 Feedback Scrutiny 1 (LG) • SDP Check 1 • Check Trackers in place • Food Survey 1 • Environment Check 1 • Homework Quality check 1 • Middle Leader Examination Analysis meetings end • Assignment Analytics 1 • LV feedback 2		Mon	15 <sup>th</sup>	7	
15:30 - 17:00 LG detention				Tues	16 <sup>th</sup>		
15:30 - 16:30 HoL detention				Wed	17 <sup>th</sup>		
14:40 - 16:10 LG detention				Thur	18 <sup>th</sup>		
					Fri		19 <sup>th</sup>
					Sat		20 <sup>th</sup>
					Sun		21 <sup>st</sup>
				Mon	22 <sup>nd</sup>	H	
				Tues	23 <sup>rd</sup>		
				Wed	24 <sup>th</sup>		
				Thur	25 <sup>th</sup>		
				Fri	26 <sup>th</sup>		
				Sat	27 <sup>th</sup>		
				Sun	28 <sup>th</sup>		
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 8: • Attendance Review 1 (HOL) • Data Review 1 for Y11 • RAG DDP commences (HoD) • 3 Way Learning Conversations (SAF Focus) 1 commences (HoD)	Tasks for Week 8: • Food Survey 1 Results • Exam Skills Tracker check • Staff Absence Update 1 • Behaviour Review Feedback 1 • 3 Way Learning Conversations (SAF Focus) 1	18:00 - 19:30 LSB Meeting	Mon	29 <sup>th</sup>	8	
					Tues		30 <sup>th</sup>

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31 <sup>st</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting	Y11 DP Canary Wharf trip	Y11 Maths Exam Skills
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15:30 - 17:00 LG detention		commences (HoD) • Pupil Premium Update 1	Wed	31 <sup>st</sup>
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## November 2018

Week	Date	Day	All Staff Meetings and CPD	Students and Families	Assessment and Reporting <i>Deadlines are always Friday</i>	Examinations and Interventions
8	1 <sup>st</sup>	Thur				Y11 Science Exam Skills
	2 <sup>nd</sup>	Fri		09:00 Parent Coffee Morning 3 Celebration of Literature (TBC)		<i>Pass Tests (Y7 - Y10) end</i> Y11 Exam Skills
	3 <sup>rd</sup>	Sat	Big Question for week 9: Should we try to conquer all fear?			10:00 - 13:00 Intervention 6
	4 <sup>th</sup>	Sun				
9	5 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 10	Y11 - ASDAN trip - Houses of Parliament - 11:00 - 13:15		Y11 English Exam Skills
	6 <sup>th</sup>	Tues	15:00 - 16:00 Year Team meeting 2 16:00 - 17:00 Opt Curric meeting 5 16:00 - 17:00 PD Session 5			
	7 <sup>th</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting	Y11 Career talk: Arts 14:40 - 15:30		Y11 Maths Exam Skills
	8 <sup>th</sup>	Thur				Y11 Science Exam Skills
	9 <sup>th</sup>	Fri				Y11 Exam Skills
	10 <sup>th</sup>	Sat	Big Question for week 10: Could wars benefit society?			10:00 - 13:00 Intervention 7
	11 <sup>th</sup>	Sun				
10	12 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 11	National Anti-Bullying Week Geography Awareness Week		<i>Y11 Preliminary 1 Exam Timetable published to students</i> Y11 English Exam Skills
	13 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 4 16:00 - 18:00 Twilight 3			
	14 <sup>th</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting	Y11 Career talk: Transport 14:40 - 15:30		Y11 Maths Exam Skills
	15 <sup>th</sup>	Thur		14:30 - Y10 The Donmar Warehouse Theatre trip - GCSE Drama Component 1		Y11 Science Exam Skills
	16 <sup>th</sup>	Fri				Y11 Exam Skills
	17 <sup>th</sup>	Sat	Big Question for week 11: How can you win friends and influence people?			09:00 - 13:00 Intervention 8
	18 <sup>th</sup>	Sun				
11	19 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 12	Road Safety Week		Y11 English Exam Skills
	20 <sup>th</sup>	Tues	15:00 - 16:00 ML meeting 2 16:00 - 17:00 Opt Curric meeting 6 16:00 - 17:00 PD Session 6	17:00 - 18:00 Y11 Leavers Certificate Event		<i>Drama GCSE Component 1 exam (TBC with D Wiltshire)</i>
	21 <sup>st</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting	Y9 Spelling Bee (No Y10 Assembly)		Y11 Maths Exam Skills
	22 <sup>nd</sup>	Thur				Y11 Science Exam Skills
	23 <sup>rd</sup>	Fri		Guru Nanak's Birthday (school open)		Y11 Exam Skills
	24 <sup>th</sup>	Sat	Big Question for week 12: Should we all give up our cars?			10:00 - 13:00 Intervention 9
	25 <sup>th</sup>	Sun				
12	26 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 13	Creative Writing Competition		<i>Y11 Preliminary 1 Examinations commence</i> Y11 English Exam Skills
	27 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 5 16:00 - 17:00 Opt Curric meeting 7 16:00 - 17:00 PD Session 7		DPR Window 1 closes for Y7 - 10	
	28 <sup>th</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting			Y11 Maths Exam Skills

## Weeks 8 to 12

Detentions	Middle Leader Monitoring	Leadership Group Monitoring	Key MAT and Governance Meetings/Tasks	Day	Date	Week
15:30 - 16:30 HoL detention		• WOW draw 1 • Duty Tracker check 1		Thur	1 <sup>st</sup>	8
14:40 - 16:10 LG detention				Fri	2 <sup>nd</sup>	
10:00 - 12:00 HT Detention 6				Sat	3 <sup>rd</sup>	
				Sun	4 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 9: • Data Review 1 for Y11 ends • RAG DDP ends (HoD) • Assignment Quality check 2 • 3-Way Learning Conversations (SAF Focus) 1 ends (HOD) • Y11 Underachievers Review following closure of DPR1 (HoL Y11)	Tasks for Week 9: • Equalities Survey • Attendance Review 1 (LG) • TA / Inclusion Survey • 3-Way Learning Conversations (SAF Focus) 1 ends (LG) • Safeguarding Children Report (S11) to LG • Y11 Underachievers Review following closure of DPR1 (LG)		Mon	5 <sup>th</sup>	9
15:30 - 17:00 LG detention			18:15 - 19:30 FP Committee	Wed	7 <sup>th</sup>	
15:30 - 16:30 HoL detention				Thur	8 <sup>th</sup>	
14:40 - 16:10 LG detention				Fri	9 <sup>th</sup>	
10:00 - 12:00 HT Detention 7				Sat	10 <sup>th</sup>	
				Sun	11 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention			Tasks for Week 10: • KS3 Feedback Scrutiny (HoD) 2 • Evaluation of assessment and feedback in departmental meeting (HoD) for Y11 only • Standardisation of DPR judgements and grades for Y7 - 10 • Student interviews on Behaviour and Safety commence (HOL)	Tasks for Week 10: • Stonewall Survey • End of term letter preparation commences • Assignment Quality Check 2 • Check Data Review and DDP • Staff on doors monitoring 2 (LG)		Mon
15:30 - 17:00 LG detention		Tues			13 <sup>th</sup>	
15:30 - 16:30 HoL detention	18:15 - 19:30 SSC Committee	Thur			15 <sup>th</sup>	
14:40 - 16:10 LG detention		Fri			16 <sup>th</sup>	
10:00 - 12:00 HT Detention 8		Sat			17 <sup>th</sup>	
		Sun			18 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 11: • Optional line management week 2 • Student interviews on Behaviour and Safety end (HOL)	Tasks for Week 11: • Optional line management week 2 • RAG SDP • KS3 Feedback Scrutiny (LG) 2 • LV feedback 3				Mon
				Tues	20 <sup>th</sup>	
15:30 - 17:00 LG detention				Wed	21 <sup>st</sup>	
15:30 - 16:30 HoL detention				Thur	22 <sup>nd</sup>	
14:40 - 16:10 LG detention				Fri	23 <sup>rd</sup>	
10:00 - 12:00 HT Detention 9				Sat	24 <sup>th</sup>	
				Sun	25 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 12: • Snack Attack 2 • KS4 Feedback Scrutiny (HoD) 2	Tasks for Week 12: • Office Efficiency survey • Y11 Night Club planning commences • End of term letter distributed to students.		Mon	26 <sup>th</sup>	12
				Tues	27 <sup>th</sup>	
15:30 - 17:00 LG detention				Wed	28 <sup>th</sup>	

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29 <sup>th</sup>	Thur			Y11 Science Exam Skills
30 <sup>th</sup>	Fri		World AIDS Day event	Y11 Exam Skills
1 <sup>st</sup>	Sat		World AIDS Day	10:00 - 13:00 Intervention 10
2 <sup>nd</sup>	Sun	Big Question for week 13: Do your parents mess you up?		

15:30 - 16:30 HoL detention			18:15 - 19:30 EB Meeting	Thur	29 <sup>th</sup>	
14:40 - 16:10 LG detention				Fri	30 <sup>th</sup>	
10:00 - 12:00 HT Detention 10				Sat	1 <sup>st</sup>	
				Sun	2 <sup>nd</sup>	

## December 2018

## Weeks 13 to 14

Week	Date	Day	All Staff Meetings and CPD	Students and Families	Assessment and Reporting <i>Deadlines are always Friday</i>	Examinations and Interventions and Interventions		
13	3 <sup>rd</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 14		DPR Window 2 opens for Y7 - 10	Y11 English Exam Skills		
	4 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 6 16:00 - 17:00 Opt Curric meeting 8 16:00 - 17:00 BTEC standardisation meeting 2 16:00 - 17:00 PD Session 8					
	5 <sup>th</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting	Christmas Show			Y11 Maths Exam Skills	
	6 <sup>th</sup>	Thur		Stem Showcase			Y11 Science Exam Skills	
	7 <sup>th</sup>	Fri	Staff Party night	09:00 Parent Coffee Morning 4			Y11 Exam Skills	
	8 <sup>th</sup>	Sat	Big Question for week 14: Should we be happy at all costs?				10:00 - 13:00 Intervention 11	
	9 <sup>th</sup>	Sun						
14	10 <sup>th</sup>	Mon	8:15 Staff Breakfast 15:45 - 17:45 LG meeting 15	Y8 Spelling Bee (No Y7 Assembly)		Y11 English Exam Skills		
	11 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 7 16:00 - 17:00 Opt Curric meeting 9 16:00 - 17:00 PD Session 9					
	12 <sup>th</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting			Y11 Maths Exam Skills		
	13 <sup>th</sup>	Thur		Y7 - 11 Reward Assemblies		Y11 Science Exam Skills		
	14 <sup>th</sup>	Fri	12:15 Closure - Last day of term			Y11 Preliminary 1 Examinations end		
	15 <sup>th</sup>	Sat	Big Question for week 15: How can you save an hour a day?					
	16 <sup>th</sup>	Sun						
H	17 <sup>th</sup>	Mon						
	18 <sup>th</sup>	Tues						
	19 <sup>th</sup>	Wed						
	20 <sup>th</sup>	Thur						
	21 <sup>st</sup>	Fri						
	22 <sup>nd</sup>	Sat						
H	23 <sup>rd</sup>	Sun						
	24 <sup>th</sup>	Mon						
	25 <sup>th</sup>	Tues	Christmas Day					
	26 <sup>th</sup>	Wed	Boxing Day					
	27 <sup>th</sup>	Thur						
	28 <sup>th</sup>	Fri						
H	29 <sup>th</sup>	Sat						
	30 <sup>th</sup>	Sun						
	31 <sup>st</sup>	Mon						

Detentions	Middle Leader Monitoring	Leadership Group Monitoring	Key MAT and Governance Meetings/Tasks	Day	Date	Week
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 13: • Form Tutor Health check 1 (HoL) • Assignment Analytics 2 • Data Review 1 for Y7 - 10 commences • RAG DDP commences (HoD)	Tasks for Week 13: • Star of the Half Term nominations 2 • Exam Skills Tracker • LAC update • KS4 Feedback Scrutiny (LG) 2		Mon	3 <sup>rd</sup>	13
15:30 - 17:00 LG detention				Tues	4 <sup>th</sup>	
15:30 - 16:30 HoL detention				Wed	5 <sup>th</sup>	
14:40 - 16:10 LG detention				Thur	6 <sup>th</sup>	
10:00 - 12:00 HT Detention 11				Fri	7 <sup>th</sup>	
				Sat	8 <sup>th</sup>	
				Sun	9 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 14: • Behaviour Review 2 (HOL) • Data Review 1 for Y7 - 10 closes • RAG DDP closes (HoD) • HoDs to share MTP for next half term	Tasks for Week 14: • SDP check 2 • Spring Term planning • Y11 Night Club rotas and guidelines to LG • Assignment Analytics 2 • LV feedback 4		Mon	10 <sup>th</sup>	14
15:30 - 16:30 HoL detention				Tues	11 <sup>th</sup>	
15:30 - 17:00 LG detention				Wed	12 <sup>th</sup>	
				Thur	13 <sup>th</sup>	
				Fri	14 <sup>th</sup>	
				Sat	15 <sup>th</sup>	
		Sun	16 <sup>th</sup>			
				Mon	17 <sup>th</sup>	H
				Tues	18 <sup>th</sup>	
				Wed	19 <sup>th</sup>	
				Thur	20 <sup>th</sup>	
				Fri	21 <sup>st</sup>	
				Sat	22 <sup>nd</sup>	
				Sun	23 <sup>rd</sup>	
				Mon	24 <sup>th</sup>	H
				Tues	25 <sup>th</sup>	
				Wed	26 <sup>th</sup>	
				Thur	27 <sup>th</sup>	
				Fri	28 <sup>th</sup>	
				Sat	29 <sup>th</sup>	
				Sun	30 <sup>th</sup>	
				Mon	31 <sup>st</sup>	H

# January 2019

Week	Date	Day	All Staff Meetings and CPD	Students and Families	Assessment and Reporting <i>Deadlines are always Friday</i>	Examinations and Interventions
<b>H</b>	1 <sup>st</sup>	Tues	New Year's Day			
	2 <sup>nd</sup>	Wed				
	3 <sup>rd</sup>	Thur				
	4 <sup>th</sup>	Fri				
	5 <sup>th</sup>	Sat				
	6 <sup>th</sup>	Sun				
<b>15</b>	7 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 16		DPR Window 2 closes for Y11 only	GCSE Examination Entries 2019 to Examinations Officer open Y11 English Exam Skills
	8 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 8 16:00 - 17:00 Opt Curric meeting 10 16:00 - 17:00 PD Session 10			Y11 Maths Exam Skills
	9 <sup>th</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting			Y11 Science Exam Skills
	10 <sup>th</sup>	Thur				
	11 <sup>th</sup>	Fri		09:00 Parent Coffee Morning 5		Y11 Exam Skills
	12 <sup>th</sup>	Sat	Big Question for week 16: What character traits do you need to be rich?			10:00 - 13:00 Intervention 12
	13 <sup>th</sup>	Sun				
<b>16</b>	14 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 17		DPR Window 3 opens for Y11 only	Y11 English Exam Skills
	15 <sup>th</sup>	Tues	15:00 - 16:00 Year Team meeting 3 16:00 - 18:00 Twilight 4			
	16 <sup>th</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting	Y9/10/11 - ASDAN trip - Surrey Quays - 11:00 - 12:30		Y11 Maths Exam Skills
	17 <sup>th</sup>	Thur				Y11 Science Exam Skills
	18 <sup>th</sup>	Fri		Y7 - Y9 World Religion Day		Y11 Exam Skills
	19 <sup>th</sup>	Sat	Big Question for week 17: Are humans divided into leaders and followers?			10:00 - 13:00 Intervention 13
	20 <sup>th</sup>	Sun				
<b>17</b>	21 <sup>st</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 18	Y7 Spelling Bee (No Y8 Assembly)		Y11 English Exam Skills
	22 <sup>nd</sup>	Tues	No calendared meeting	16:00 - 19:00 Y11 Parents' Evening		
	23 <sup>rd</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting			Y11 Maths Exam Skills
	24 <sup>th</sup>	Thur		08:35 - 15:30 BOSS DAY (TBC)		Y11 Science Exam Skills
	25 <sup>th</sup>	Fri				GCSE Examination Entries 2019 to Examinations Officer closed Y11 Exam Skills
	26 <sup>th</sup>	Sat	Big Question for week 18: How much does it cost to be an adult?			10:00 - 13:00 Intervention 14
27 <sup>th</sup>	Sun					
<b>18</b>	28 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 19	National Storytelling Week		Y11 Preliminary 2 Exam Timetable published to staff

# Weeks 15 to 18

Detentions	Middle Leader Monitoring	Leadership Group Monitoring	Key MAT and Governance Meetings/Tasks	Day	Date	Week	
New Year's Day				Tues	1 <sup>st</sup>	<b>H</b>	
				Wed	2 <sup>nd</sup>		
				Thur	3 <sup>rd</sup>		
				Fri	4 <sup>th</sup>		
				Sat	5 <sup>th</sup>		
				Sun	6 <sup>th</sup>		
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 15: • Standardisation of DPR judgements and grades for Y11 only • Attendance Review 2 (HoL) • Evaluation of assessment and feedback in department meeting (HoD) for Y7 - 10 • Y7 - 10 Underachievers Review following closure of DPR 1 (HoL)	Tasks for Week 15: • Overtime planning • Behaviour Review 2 (LG) • SCR check 2 • Food Survey 2 • All key deadlines for Middle Leaders added to calendar • Y7 - 10 Underachievers Review following closure of DPR 2 (HoL) • Check DDP and data review • Staff Absence update 2 • WOW draw 2 • Duty Tracker check 2	18:00 - 19:30 LSB Meeting  Tasks for Term 2a: • Transition Review • Audit Report • SEN update • LAC Report • Safeguarding Children Report • Financial Dashboard Check • Monitoring Processes Check • SMSC/British Values update • CPD Evaluation • Lead Practitioners Report • SDP/SEF update 2 • School Census Report • Pupil Premium update 2 • SCR check 2	Mon	7 <sup>th</sup>	<b>15</b>	
					Tues		8 <sup>th</sup>
15:30 - 17:00 LG detention					Wed		9 <sup>th</sup>
15:30 - 16:30 HoL detention					Thur		10 <sup>th</sup>
14:40 - 16:10 LG detention					Fri		11 <sup>th</sup>
10:00 - 12:00 HT Detention 12					Sat		12 <sup>th</sup>
					Sun		13 <sup>th</sup>
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 16: • Data Review 2 and RAG DDP for Y11 commences (HoD) • Y11 HoL ensure staff prepared for flipped learning parents' evening • 3-Way Learning Conversations (SAF Focus) 2 commence • KS3 Feedback Scrutiny 3 (HoD)	Tasks for Week 16: • 3-Way Learning Conversations (SAF Focus) 2 commence • Prevent Duty Update • Attendance Review 2 (LG) • GRC1 Check 2		Mon	14 <sup>th</sup>	<b>16</b>	
				Tues	15 <sup>th</sup>		
15:30 - 17:00 LG detention				Wed	16 <sup>th</sup>		
15:30 - 16:30 HoL detention				Thur	17 <sup>th</sup>		
14:40 - 16:10 LG detention				Fri	18 <sup>th</sup>		
10:00 - 12:00 HT Detention 13				Sat	19 <sup>th</sup>		
				Sun	20 <sup>th</sup>		
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 17: • 3-Way Learning Conversations (SAF Focus) 2 ends (HoD) • Data Review 2 and RAG DDP for Y11 ends (HoD) • Y11 Underachievers Review following closure of DPR2 (HoL Y11) • Assignment Quality check 3	Tasks for Week 17: • 3-Way Learning Conversations (SAF Focus) 2 ends • Calendar planning for 2019-20 commences • Food Survey results 2 • SEF Update and Review 2 (LG) • KS3 Feedback Scrutiny 3 (LG) • Y11 Underachievers Review following closure of DPR2 (HoL Y11)		Mon	21 <sup>st</sup>	<b>17</b>	
				Tues	22 <sup>nd</sup>		
15:30 - 17:00 LG detention				Wed	23 <sup>rd</sup>		
15:30 - 16:30 HoL detention				Thur	24 <sup>th</sup>		
14:40 - 16:10 LG detention				Fri	25 <sup>th</sup>		
10:00 - 12:00 HT Detention 14				Sat	26 <sup>th</sup>		
				Sun	27 <sup>th</sup>		
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 18: • Optional line management	Tasks for Week 18: • Optional line management		Mon	28 <sup>th</sup>	<b>18</b>	

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					Y11 English Exam Skills
29 <sup>th</sup>	Tues	15:00 - 16:00 ML meeting 3 16:00 - 17:00 Opt Curric meeting 11 16:00 - 17:00 PD Session 11	17:00 – 18:00 Master Mission Awards evening		
30 <sup>th</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting			Y11 Maths Exam Skills
31 <sup>st</sup>	Thur		Y9 GCSE Art National Portrait Gallery trip		Y11 Science Exam Skills

Y11 HoL detention	week 3 • KS4 Feedback Scrutiny 3 (HoD) • Evaluation of assessment and feedback in departmental meeting (HoD) for Y11 only • Snack Attack 3	week 3 • RAG SDP • Student File check 2 • Checklist check 2 • Assignment Quality Check 3 • LV feedback 5 • Staff on doors monitoring 3 (LG)		Tues	29 <sup>th</sup>
15:30 - 17:00 LG detention			18:15 - 19:30 FP Committee	Wed	30 <sup>th</sup>
15:30 - 16:30 HoL detention				Thur	31 <sup>st</sup>

## February 2019

Week	Date	Day	All Staff Meetings and CPD	Students and Families	Assessment and Reporting <i>Deadlines are always Friday</i>	Examinations and Interventions
18	1 <sup>st</sup>	Fri		09:00 Parent Coffee Morning 6		Y11 Exam Skills
	2 <sup>nd</sup>	Sat	Big Question for week 19: Is gender fixed?			10:00 - 13:00 Intervention 15
	3 <sup>rd</sup>	Sun				
19	4 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 20			Y11 English Exam Skills
	5 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 9 16:00 - 17:00 BTEC standardisation meeting 3 16:00 - 17:00 Opt Curric meeting 12 16:00 - 17:00 PD Session 12	Y10 Stratford trip (Geog)		
	6 <sup>th</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting	Safer Internet Day 2018 Y10 Stratford trip (Geog)		Y11 Maths Exam Skills
	7 <sup>th</sup>	Thur				Y11 Science Exam Skills
	8 <sup>th</sup>	Fri				Y11 Exam Skills
	9 <sup>th</sup>	Sat	Big Question for week 20: Could we survive without the internet?			10:00 - 13:00 Intervention 16
	10 <sup>th</sup>	Sun				
20	11 <sup>th</sup>	Mon	8:15 Staff Breakfast 15:45 - 17:45 LG meeting 21	11th to 15th - Y10 Work Experience		Y11 Preliminary 2 Exam Timetable published to students Y11 English Exam Skills
	12 <sup>th</sup>	Tues	No calendared meeting	16:00 – 19:00 Y8 Parents' and Pathways evening Y8 Options submissions open		
	13 <sup>th</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting			Y11 Maths Exam Skills
	14 <sup>th</sup>	Thur				Y11 Science Exam Skills
	15 <sup>th</sup>	Fri		Y8 Options submissions close		Y11 Exam Skills
	16 <sup>th</sup>	Sat	Big Question for week 21: What single event has changed the course of your personal history?			
	17 <sup>th</sup>	Sun				
H	18 <sup>th</sup>	Mon				am (1) Y11 Intervention am (2) Y11 Intervention
	19 <sup>th</sup>	Tues				am (1) Y11 Intervention am (2) Y11 Intervention
	20 <sup>th</sup>	Wed				am (1) Y11 Intervention am (2) Y11 Intervention
	21 <sup>st</sup>	Thur				am (1) Y11 Intervention am (2) Y11 Intervention
	22 <sup>nd</sup>	Fri				am (1) Y11 Intervention am (2) Y11 Intervention
	23 <sup>rd</sup>	Sat				
	24 <sup>th</sup>	Sun				
21	25 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 22 Teacher appraisal mid term Review 1 opens Professional Competences Tracker 2 opens	Y9/10/11 - ASDAN trip - Stratford Picturehouse - Time TBC		Y11 Preliminary 2 Examinations commence Y11 English Exam Skills
	26 <sup>th</sup>	Tues	No calendared meeting	16:00 – 19:00 Y10 Parents' evening		

## Weeks 18 to 21

Detentions	Middle Leader Monitoring	Leadership Group Monitoring	Key MAT and Governance Meetings/Tasks	Day	Date	Week
14:40 - 16:10 LG detention				Fri	1 <sup>st</sup>	18
10:00 - 12:00 HT Detention 15				Sat	2 <sup>nd</sup>	
				Sun	3 <sup>rd</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 19: • Y8 HoL ensure staff prepared for flipped learning parents' evening • Environment check 2 (Site and HoDs) • Assignment Analytics 3	Tasks for Week 19: • Star of the Half Term nominations 3 • KS4 Feedback Scrutiny 3 (LG) • Mentoring monitoring 2		Mon	4 <sup>th</sup>	19
15:30 - 17:00 LG detention				Tues	5 <sup>th</sup>	
15:30 - 16:30 HoL detention				Wed	6 <sup>th</sup>	
14:40 - 16:10 LG detention			18:15 - 19:30 EB Meeting	Thur	7 <sup>th</sup>	
10:00 - 12:00 HT Detention 16				Fri	8 <sup>th</sup>	
				Sat	9 <sup>th</sup>	
				Sun	10 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 20: • Examination Skills Tracker Review • Behaviour Review 3 (HoL) • HoDs to share MTP for next half term • Y10 HoL ensure staff prepared for flipped learning parents' evening	Tasks for Week 20: • Assembly observations • SDP check 3 • Assignment Analytics 3 • LV feedback 6		Mon	11 <sup>th</sup>	20
15:30 - 17:00 LG detention				Tues	12 <sup>th</sup>	
15:30 - 16:30 HoL detention				Wed	13 <sup>th</sup>	
14:40 - 16:10 LG detention				Thur	14 <sup>th</sup>	
				Fri	15 <sup>th</sup>	
				Sat	16 <sup>th</sup>	
				Sun	17 <sup>th</sup>	
				Mon	18 <sup>th</sup>	H
				Tues	19 <sup>th</sup>	
				Wed	20 <sup>th</sup>	
				Thur	21 <sup>st</sup>	
				Fri	22 <sup>nd</sup>	
				Sat	23 <sup>rd</sup>	
				Sun	24 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 21: • Attendance Review 3 (HOL)	Tasks for Week 21: • Exam Skills Tracker Review • Behaviour Review 3 (LG) • First draft of Calendar to LG • Pupil Premium update 2 • Environment check feedback 2 • WOW draw 3	18:00 - 19:30 LSB Meeting	Mon	25 <sup>th</sup>	21
					Tues	

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27 <sup>th</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting		Y11 Maths Exam Skills
28 <sup>th</sup>	Thur			Y11 Science Exam Skills <i>Year 10 GCSE Drama Component 1 practical exam</i>

15:30 - 17:00 LG detention		• Duty Tracker check 3	Wed	27 <sup>th</sup>
15:30 - 16:30 HoL detention			Thur	28 <sup>th</sup>

## March 2019

Week	Date	Day	All Staff Meetings and CPD	Students and Families	Assessment and Reporting <i>Deadlines are always Friday</i>	Examinations and Interventions
<b>21</b>	1 <sup>st</sup>	Fri		09:00 Parent Coffee Morning 7		Y11 Exam Skills
	2 <sup>nd</sup>	Sat	Big Question for week 22: When has the movie ever been better than the book?			10:00 - 13:00 Intervention 17
	3 <sup>rd</sup>	Sun				
<b>22</b>	4 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 23			Y11 English Exam Skills
	5 <sup>th</sup>	Tues	15:00 - 16:00 Year Team meeting 4 16:00 - 18:00 Twilight 5	Y11 - DP photoshoot - Paper 2 - Central London		
	6 <sup>th</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting			Y11 Maths Exam Skills
	7 <sup>th</sup>	Thur		World Book Day		Y11 Science Exam Skills
	8 <sup>th</sup>	Fri	Teacher appraisal mid term Review 1 closes Professional Competences Tracker 2 closes	International Women's Day		<i>Y11 Preliminary 2 Examinations end</i> Y11 Exam Skills
	9 <sup>th</sup>	Sat	Big Question for week 23: What can't women do?			10:00 - 13:00 Intervention 18
	10 <sup>th</sup>	Sun				
<b>23</b>	11 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 24	British Science Week		<i>Y10 Preliminary Examinations commence</i> Y11 English Exam Skills
	12 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 10 16:00 - 17:00 Opt Curric meeting 13 16:00 - 17:00 PD Session 13	16:30 - 18:00 Y11 Parents' Forum		
	13 <sup>th</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting	Y10 Spelling Bee (No Y9 Assembly)		Y11 Maths Exam Skills
	14 <sup>th</sup>	Thur				Y11 Science Exam Skills
	15 <sup>th</sup>	Fri				Y11 Exam Skills
	16 <sup>th</sup>	Sat	Big Question for week 24: What shouldn't humans try and control?			10:00 - 13:00 Intervention 19
	17 <sup>th</sup>	Sun				
<b>24</b>	18 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 25			Y11 English Exam Skills
	19 <sup>th</sup>	Tues	15:00 - 16:00 Whole Staff meeting 2 16:00 - 17:00 Opt Curric meeting 14 16:00 - 17:00 PD Session 14			
	20 <sup>th</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting	Year 11 GCSE Component 2 parent performance		Y11 Maths Exam Skills
	21 <sup>st</sup>	Thur		Year 11 GCSE Component 2 parent performance		Y11 Science Exam Skills
	22 <sup>nd</sup>	Fri				Y11 Exam Skills <i>Y10 Preliminary Examinations end</i>
	23 <sup>rd</sup>	Sat	Big Question for week 25: Who invented the teenager?			10:00 - 13:00 Intervention 20
	24 <sup>th</sup>	Sun				
<b>25</b>	Mon	25 <sup>th</sup>	8:25 Staff Briefing			<i>Y11 Examination Timetable to</i>

## Weeks 21 to 25

Detentions	Middle Leader Monitoring	Leadership Group Monitoring	Key MAT and Governance Meetings/Tasks	Day	Date	Week
14:40 - 16:10 LG detention				Fri	1 <sup>st</sup>	<b>21</b>
10:00 - 12:00 HT Detention 17				Sat	2 <sup>nd</sup>	
				Sun	3 <sup>rd</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 22: • Internet Safety and Safeguarding Survey (HOL) • KS3 Feedback Scrutiny 4 (HoD) • Assignment Quality Check 4	Tasks for Week 22: • Attendance Review 3 (LG) • End of term letter preparation commences		Mon	4 <sup>th</sup>	<b>22</b>
15:30 - 17:00 LG detention			18:15 - 19:30 FP Committee	Wed	6 <sup>th</sup>	
15:30 - 16:30 HoL detention				Thur	7 <sup>th</sup>	
14:40 - 16:10 LG detention				Fri	8 <sup>th</sup>	
10:00 - 12:00 HT Detention 18				Sat	9 <sup>th</sup>	
				Sun	10 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 23: • Timetable subjects loadings to HoDs	Tasks for Week 23: • KS3 Feedback Scrutiny 4 (LG) • Assignment Quality check 4 • LV feedback 7		Mon	11 <sup>th</sup>	<b>23</b>
				Tues	12 <sup>th</sup>	
15:30 - 17:00 LG detention				Wed	13 <sup>th</sup>	
15:30 - 16:30 HoL detention			18:15 - 19:30 SSC Committee	Thur	14 <sup>th</sup>	
14:40 - 16:10 LG detention				Fri	15 <sup>th</sup>	
10:00 - 12:00 HT Detention 19				Sat	16 <sup>th</sup>	
				Sun	17 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 24: • Optional line management week 4 • Snack Attack 4 • KS4 Feedback Scrutiny 4 (HoD) • Y9 HoL ensure staff prepared for flipped learning parents' evening	Tasks for Week 24: • Optional line management week 4 • Staff Handbook checklist • End of term letter distributed to students • Staff on doors monitoring 4 (LG)		Mon	18 <sup>th</sup>	<b>24</b>
				Tues	19 <sup>th</sup>	
15:30 - 17:00 LG detention				Wed	20 <sup>th</sup>	
15:30 - 16:30 HoL detention				Thur	21 <sup>st</sup>	
14:40 - 16:10 LG detention				Fri	22 <sup>nd</sup>	
10:00 - 12:00 HT Detention 20				Sat	23 <sup>rd</sup>	
				Sun	24 <sup>th</sup>	
15:30 - 16:30 HoD detention/	Tasks for Week 25:	Tasks for Week 25:		Mon	25 <sup>th</sup>	<b>25</b>

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			15:45 - 17:45 LG meeting 26		Staff Y11 English Exam Skills
Tues	26 <sup>th</sup>	No calendared meeting	16:00 – 19:00 Y9 Parents evening Y8 Girls HPV vaccination (2nd Dose)		
Wed	27 <sup>th</sup>	8:00 - Y11 Bucket 2 Achievement meeting			Y11 Maths Exam Skills <i>Year 11 Component 2 Visiting examiner practical exam (provisional date)</i>
Thur	28 <sup>th</sup>				Y11 Science Exam Skills
Fri	29 <sup>th</sup>				Y11 Exam Skills
Sat	30 <sup>th</sup>	Big Question for week 26: What should we do with old people?			10:00 - 13:00 Intervention 21
Sun	31 <sup>st</sup>				

Y11 HoL detention	• Assignment Analytics 4 • Form Tutor Health check 2 (HoL)	• Star of the Half Term nominations • KS4 Feedback Scrutiny 4 (LG) • RAG SDP		Tues	26 <sup>th</sup>
15:30 - 17:00 LG detention				Wed	27 <sup>th</sup>
15:30 - 16:30 HoL detention			18:15 - 19:30 EB Meeting	Thur	28 <sup>th</sup>
14:40 - 16:10 LG detention				Fri	29 <sup>th</sup>
10:00 - 12:00 HT Detention 21				Sat	30 <sup>th</sup>
				Sun	31 <sup>st</sup>

## April 2019

Week	Date	Day	All Staff Meetings and CPD	Students and Families	Assessment and Reporting <i>Deadlines are always Friday</i>	Examinations and Interventions	
26	1 <sup>st</sup>	Mon	8:15 Staff Breakfast 15:45 - 17:45 LG meeting 27	Y7 - 11 Reward Assemblies		Y11 English Exam Skills	
	2 <sup>nd</sup>	Tues	15:00 - 16:00 Dept meeting 11 16:00 - 17:00 BTEC standardisation meeting 4 16:00 - 18:00 Twilight 6				
	3 <sup>rd</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting	Easter Music Competition		Y11 Maths Exam Skills	
	4 <sup>th</sup>	Thur				<i>Y11 Examination Timetable to Students</i> Y11 Science Exam Skills	
	5 <sup>th</sup>	Fri	12:15 Closure - Last Day of Term				
	6 <sup>th</sup>	Sat	Big Question for week 27: Whoever needed algebra when they left school?				
	7 <sup>th</sup>	Sun					
H	8 <sup>th</sup>	Mon				am (1) Y11 Intervention am (2) Y11 Intervention	
	9 <sup>th</sup>	Tues				am (1) Y11 Intervention am (2) Y11 Intervention	
	10 <sup>th</sup>	Wed				am (1) Y11 Intervention am (2) Y11 Intervention	
	11 <sup>th</sup>	Thur				am (1) Y11 Intervention am (2) Y11 Intervention	
	12 <sup>th</sup>	Fri				am (1) Y11 Intervention am (2) Y11 Intervention	
	13 <sup>th</sup>	Sat					
	14 <sup>th</sup>	Sun					
H	15 <sup>th</sup>	Mon					
	16 <sup>th</sup>	Tues					
	17 <sup>th</sup>	Wed					
	18 <sup>th</sup>	Thur					
	19 <sup>th</sup>	Fri	Good Friday				
	20 <sup>th</sup>	Sat					
21 <sup>st</sup>	Sun	Easter Sunday					
22 <sup>nd</sup>	Mon	Easter Monday					
27	23 <sup>rd</sup>	Tues	8:25 Staff Briefing 15:00 - 16:00 Year Team meeting 5 16:00 - 17:00 Opt Curric meeting 15 16:00 PD Session 15		DPR 2 Window closes for Y7 - 10		
	24 <sup>th</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting		DPR 3 Window closes for Y11	Y11 Maths Exam Skills	
	25 <sup>th</sup>	Thur	15:45 - 17:45 LG meeting 28			Y11 Science Exam Skills	
	26 <sup>th</sup>	Fri		09:00 Parent Coffee Morning 8		Y11 English Exam Skills <i>Music practical exam</i>	

## Weeks 26 to 28

Detentions	Middle Leader Monitoring	Leadership Group Monitoring	Key MAT and Governance Meetings/Tasks	Day	Date	Week	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 26: • Behaviour Review 4 (HoL) • Standardisation of DPR judgements and grades • HoDs to share MTP for next half term	Tasks for Week 26: • New calendar first draft • Handbook and Student Planner planning • SDP check 4 • Assignment Analytics 4 • LV feedback 8		Mon	1 <sup>st</sup>	26	
				Tues	2 <sup>nd</sup>		
15:30 - 16:30 HoL detention				Wed	3 <sup>rd</sup>		
15:30 - 17:00 LG detention				Thur	4 <sup>th</sup>		
		Fri	5 <sup>th</sup>				
		Sat	6 <sup>th</sup>				
		Sun	7 <sup>th</sup>				
				Mon	8 <sup>th</sup>	H	
				Tues	9 <sup>th</sup>		
				Wed	10 <sup>th</sup>		
				Thur	11 <sup>th</sup>		
				Fri	12 <sup>th</sup>		
				Sat	13 <sup>th</sup>		
				Sun	14 <sup>th</sup>		
				Mon	15 <sup>th</sup>	H	
				Tues	16 <sup>th</sup>		
				Wed	17 <sup>th</sup>		
				Thur	18 <sup>th</sup>		
				Fri	19 <sup>th</sup>		
				Sat	20 <sup>th</sup>		
				Sun	21 <sup>st</sup>	27	
				Mon	22 <sup>nd</sup>		
	Tasks for Week 27: • Attendance Review 4 (HOL) • KS3 Feedback Scrutiny 5 (HoD)	Tasks for Week 27: • Staff Survey (SDP) • Student Survey (SDP) • Behaviour Review 4 (LG) • 3-Way Learning Conversation (SAF Focus) commences • Staff Absence update 4 • Student Planner started • End of Year Checklist started • Food Survey 3 • SCR check 3	18:00 - 19:30 LSB Meeting	Tues	23 <sup>rd</sup>		
15:30 - 17:00 LG detention				Tasks for Term 3: • Assessment Updates • Literacy Activities Review • Budget • GB Skills Update • Monitoring Processes Check	Wed		24 <sup>th</sup>
15:30 - 16:30 HoL detention					Thur		25 <sup>th</sup>
14:40 - 16:10 LG detention					Fri		26 <sup>th</sup>



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28	27 <sup>th</sup>	Sat				10:00 - 13:00 Intervention 22
	28 <sup>th</sup>	Sun	Big Question for week 28: What is most likely to kill you?			
	29 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 29			Y11 English Exam Skills
	30 <sup>th</sup>	Tues	15:00 - 16:00 ML meeting 4 16:00 - 17:00 Opt Curric meeting 16 16:00 - 17:00 PD Session 16		DPR 3 Window opens for Y7 - 10	

			• WOW draw 4 • Duty Tracker check 4	• Pupil Premium Update 3 • SCR Check 3 • SDP/SEF Update 3 • New SDP ideas • New Year calendar • Planned works		
	10:00 - 12:00 HT Detention 22				Sat	27 <sup>th</sup>
					Sun	28 <sup>th</sup>
	15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 28: • Prepped set lists to HODS from office • Y7 HoL ensure staff prepared for flipped learning parents' evening	Tasks for Week 28: • GRC1 Check 3 • Y11 Examinations Checklist started • KS3 Feedback Scrutiny 5 (LG) • Attendance Review 4 (LG)		Mon	29 <sup>th</sup>
					Tues	30 <sup>th</sup>

## May 2019

Week	Date	Day	All Staff Meetings and CPD	Students and Families	Assessment and Reporting <i>Deadlines are always Friday</i>	Examinations and Interventions	
28	1 <sup>st</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting			Y11 Maths Exam Skills	
	2 <sup>nd</sup>	Thur		Y9 Revaxis, Meningitis ACWY vaccinations		Y11 Science Exam Skills	
	3 <sup>rd</sup>	Fri				Y11 Exam Skills	
	4 <sup>th</sup>	Sat	Big Question for week 29: Has football replaced religion?				
	5 <sup>th</sup>	Sun		Ramadan Commences (TBC)			
29	6 <sup>th</sup>	Mon	May Bank Holiday				
	7 <sup>th</sup>	Tues	8:25 Staff Briefing 15:00 - 16:00 Dept meeting 12 16:00 - 18:00 Twilight 7	Mental Health Awareness Week		Y11 English Exam Skills <i>External examinations commence</i>	
	8 <sup>th</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting			Y11 Maths Exam Skills	
	9 <sup>th</sup>	Thur	15:45 - 17:45 LG meeting 30			Y11 Science Exam Skills	
	10 <sup>th</sup>	Fri				Y11 Exam Skills	
	11 <sup>th</sup>	Sat	Big Question for week 30: What are the most famous mess-ups or mistakes of all time?				10:00 - 13:00 Intervention 23
	12 <sup>th</sup>	Sun					
30	13 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 31			Y11 English Exam Skills	
	14 <sup>th</sup>	Tues	No calendared meeting	16:00 - 19:00 Y7 Parents' evening			
	15 <sup>th</sup>	Wed	8:00 - Y11 Bucket 1 Achievement meeting			Y11 Maths Exam Skills	
	16 <sup>th</sup>	Thur		Y9 Revaxis, Meningitis ACWY vaccinations		Y11 Science Exam Skills	
	17 <sup>th</sup>	Fri				Y11 Exam Skills	
	18 <sup>th</sup>	Sat	Big Question for week 31: Is cleanliness next to godliness?				10:00 - 13:00 Intervention 24
	19 <sup>th</sup>	Sun					
31	20 <sup>th</sup>	Mon	8:15 Staff Breakfast 15:45 - 17:45 LG meeting 32			Y11 English Exam Skills	
	21 <sup>st</sup>	Tues	15:00 - 16:00 New Year Team meeting 6 16:00 - 17:00 BTEC standardisation meeting 5 16:00 - 17:00 Opt Curric meeting 17	17:00 - 18:00 Master Mission Awards evening			

## Weeks 28 to 31

Detentions	Middle Leader Monitoring	Leadership Group Monitoring	Key MAT and Governance Meetings/Tasks	Day	Date	Week
15:30 - 17:00 LG detention			18:15 - 19:30 FP Committee	Wed	1 <sup>st</sup>	28
15:30 - 16:30 HoL detention				Thur	2 <sup>nd</sup>	
14:40 - 16:10 LG detention				Fri	3 <sup>rd</sup>	
				Sat	4 <sup>th</sup>	
				Sun	5 <sup>th</sup>	
May Bank Holiday						
				Mon	6 <sup>th</sup>	29
	Tasks for Week 29: • 3-Way Learning Conversations (SAF Focus) 3 commence (HOD) • Data Review 3 and RAG DDP commences (HOD) • KS4 Feedback Scrutiny 5 (HoD) • Y7 - 11 Underachievers Review following closure of DPR (HoLs) • Evaluation of assessment and feedback in departmental meeting (HOD)	Tasks for Week 29: • 3-Way Learning Conversations (SAF Focus) 3 commence (HOD) • SWOT Analysis • Staff School Improvement Survey • SEF update and Review 3 (LG) • Y7 - 11 Underachievers Review following closure of DPR (HoLs) • LV feedback 9		Tues	7 <sup>th</sup>	
15:30 - 17:00 LG detention				Wed	8 <sup>th</sup>	
15:30 - 16:30 HoL detention				Thur	9 <sup>th</sup>	
14:40 - 16:10 LG detention				Fri	10 <sup>th</sup>	
10:00 - 12:00 HT Detention 23				Sat	11 <sup>th</sup>	
				Sun	12 <sup>th</sup>	
15:30 - 16:30 ML detention	Tasks for Week 30: • Optional line management week 5 • Data Review 3 and RAG DDP ends (HOD) • SDP Ideas in LM • Snack Attack 5 • Assignments Quality check 5	Tasks for Week 30: • Optional line management week 5 • KS4 Feedback Scrutiny 5 (LG) • Star of the Half Term nominations 5 • Data Review • DDP checks • School Census return • Food Survey Results 3 • Student File check 3 • Checklist check 3		Mon	13 <sup>th</sup>	30
				Tues	14 <sup>th</sup>	
15:30 - 17:00 LG detention				Wed	15 <sup>th</sup>	
15:30 - 16:30 HoL detention			18:15 - 19:30 EB Meeting	Thur	16 <sup>th</sup>	
14:40 - 16:10 LG detention				Fri	17 <sup>th</sup>	
10:00 - 12:00 HT Detention 24				Sat	18 <sup>th</sup>	
				Sun	19 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 31: • 3-Way Learning Conversations (SAF Focus) 3 end (HOD) • Environment check 3 (Site and HoDs) • Behaviour Review 5 (HoL) • HoDs to share MTP for next half term	Tasks for Week 31: • 3-Way Learning Conversations (SAF Focus) 3 end (LG) • Pupil Premium update 3 • SDP Check 5 • Assignments Quality check 5 • Staff on doors monitoring 5 (LG)		Mon	20 <sup>th</sup>	31
				Tues	21 <sup>st</sup>	

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			16:00 - 17:00 PD Session 17		
	22 <sup>nd</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting		Y11 Maths Exam Skills
	23 <sup>rd</sup>	Thur			Y11 Science Exam Skills
	24 <sup>th</sup>	Fri		London History Day	Y11 Exam Skills
	25 <sup>th</sup>	Sat	Big Question for week 32: Fake news - is lying ever justified?		
	26 <sup>th</sup>	Sun			
H	27 <sup>th</sup>	Mon	Bank Holiday		
	28 <sup>th</sup>	Tues			am (1) Y11 Intervention am (2) Y11 Intervention
	29 <sup>th</sup>	Wed			am (1) Y11 Intervention am (2) Y11 Intervention
	30 <sup>th</sup>	Thur			am (1) Y11 Intervention am (2) Y11 Intervention
	31 <sup>st</sup>	Fri			am (1) Y11 Intervention am (2) Y11 Intervention
	1 <sup>st</sup>	Sat			
	2 <sup>nd</sup>	Sun			

			15:30 - 17:00 LG detention			Wed 22 <sup>nd</sup>
			15:30 - 16:30 HoL detention			Thur 23 <sup>rd</sup>
			14:40 - 16:10 LG detention			Fri 24 <sup>th</sup>
						Sat 25 <sup>th</sup>
						Sun 26 <sup>th</sup>
			Bank Holiday			Mon 27 <sup>th</sup>
						Tues 28 <sup>th</sup>
						Wed 29 <sup>th</sup>
						Thur 30 <sup>th</sup>
						Fri 31 <sup>st</sup>
						Sat 1 <sup>st</sup>
						Sun 2 <sup>nd</sup>

## June 2019

Week	Date	Day	All Staff Meetings and CPD	Students and Families	Assessment and Reporting <i>Deadlines are always Friday</i>	Examinations and Interventions	
32	3 <sup>rd</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 33			Y11 English Exam Skills	
	4 <sup>th</sup>	Tue	15:00 - 16:00 Whole Staff meeting 3 16:00 - 16:00 Opt Curric meeting 18 16:00 - 17:00 PD Session 18	Ramadan Ends (TBC)			
	5 <sup>th</sup>	Wed	Eid (School closed - TBC)				
	6 <sup>th</sup>	Thur				Y11 Science Exam Skills	
	7 <sup>th</sup>	Fri		09:00 Parent Coffee Morning 9		Y11 Exam Skills	
	8 <sup>th</sup>	Sat	Big Question for week 33: Can great leaders be idiots?				10:00 - 13:00 Intervention 25
	9 <sup>th</sup>	Sun					
33	10 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 34	Y10 Art Tate Modern trip		Y11 English Exam Skills	
	11 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 13 16:00 - 18:00 Twilight 8	Y9 Revaxis, Meningitis ACWY vaccinations			
	12 <sup>th</sup>	Wed	8:00 - Y11 Bucket 2 Achievement meeting			Y11 Maths Exam Skills	
	13 <sup>th</sup>	Thur				Y11 Science Exam Skills	
	14 <sup>th</sup>	Fri				Y11 Exams Skills GCSE Exam Skills Finishes	
	15 <sup>th</sup>	Sat	Big Question for week 34: If I gave you £10, what would you do with it?				10:00 - 13:00 Intervention 26
	16 <sup>th</sup>	Sun					
34	17 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 35			Y10 Maths Exam Skills	
	18 <sup>th</sup>	Tues	15:00 - 16:00 ML meeting 5 16:00 - 17:00 Opt Curric meeting 19 16:00 - 17:00 PD Session 19	17:00 - 18:00 Y10 Parents' evening: Preparation for Y11			
	19 <sup>th</sup>	Wed	8:00 - Y10 Bucket 1 Achievement meeting			Y10 English Exams Skills	
	20 <sup>th</sup>	Thur				Y10 Science Exam Skills	
	21 <sup>st</sup>	Fri		Spelling Bee final		Y10 Exams Skills <i>External examinations end</i>	
	22 <sup>nd</sup>	Sat	Big Question for week 35: How are other cities in the UK different to London?				10:00 - 13:00 Intervention 27
	23 <sup>rd</sup>	Sun					
3	24 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 36		DPR Window 3 for Y7 - 10 closes	Y10 Maths Exam Skills	

## Weeks 32 to 35

Detentions	Middle Leader Monitoring	Leadership Group Monitoring	Key MAT and Governance Meetings/Tasks	Day	Date	Week
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 32: • Attendance Review 5 (HOL)	Tasks for Week 32: • Behaviour Review 5 • School calendar signed off • Staff Absence update 5 • WOW draw 5 • LV feedback 10 • Duty Tracker check 5	18:00 - 19:30 LSB Meeting	Mon	3 <sup>rd</sup>	32
				Tue	4 <sup>th</sup>	
	Eid (School closed - TBC)			Wed	5 <sup>th</sup>	
15:30 - 16:30 HoL detention				Thur	6 <sup>th</sup>	
14:40 - 16:10 LG detention				Fri	7 <sup>th</sup>	
10:00 - 12:00 HTDetention 25				Sat	8 <sup>th</sup>	
				Sun	9 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 33: • KS3 Feedback Scrutiny 6 (HoD) • Draft timetable circulated to HODs for checking • Standardisation of DPR judgements and grades	Tasks for Week 33: • RAG SDP • Final calendar circulated • Environment check 3 feedback • Office Efficiency Survey • Attendance Review 5 (LG) • School Census Deadline	18:15 - 19:30 FP Committee	Mon	10 <sup>th</sup>	33
				Tues	11 <sup>th</sup>	
15:30 - 17:00 LG detention				Wed	12 <sup>th</sup>	
15:30 - 16:30 HoL detention				Thur	13 <sup>th</sup>	
14:40 - 16:10 LG detention				Fri	14 <sup>th</sup>	
10:00 - 12:00 HT Detention 26				Sat	15 <sup>th</sup>	
				Sun	16 <sup>th</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 34:	Tasks for Week 34: • New SDP/SEF circulated for discussion and implementation • KS3 Feedback Scrutiny 6 (LG) • End of term letter preparation commences • Mentoring monitoring 3		Mon	17 <sup>th</sup>	34
				Tues	18 <sup>th</sup>	
15:30 - 17:00 LG detention				Wed	19 <sup>th</sup>	
15:30 - 16:30 HoL detention			18:15 - 19:30 SSC Committee	Thur	20 <sup>th</sup>	
14:40 - 16:10 LG detention				Fri	21 <sup>st</sup>	
10:00 - 12:00 HTDetention 27				Sat	22 <sup>nd</sup>	
				Sun	23 <sup>rd</sup>	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 35: • Optional line management week 6	Tasks for Week 35: • Optional line management week 6		Mon	24 <sup>th</sup>	35

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5	25 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 14 16:00 - 17:00 BTEC review meeting 6 16:00 - 16:00 Opt Curric meeting 20 16:00 - 17:00 PD Session 20	Y11 Art & DP Exhibition - room G31		
	26 <sup>th</sup>	Wed	8:00 - Y10 Bucket 2 Achievement meeting	16:00 – 19:00 Y6 Parents' Transition evening		Y10 English Exams Skills
	27 <sup>th</sup>	Thur		Transition Day for New Y7		Y10 Science Exam Skills
	28 <sup>th</sup>	Fri	16:00 LG Training weekend	09:00 Parents' Coffee Morning 10		Y10 Exams Skills
	29 <sup>th</sup>	Sat	8:00 - 13:00 LG Training weekend			10:00 – 13:00 Intervention 28
	30 <sup>th</sup>	Sun	Big Question for week 36: Is torture ever justified?			

		• KS4 Feedback Scrutiny 6 (HoD) • Assignment Quality check 6	• LV feedback 11 • Staff on doors monitoring 6 (LG)		Tues	25 <sup>th</sup>
15:30 - 17:00 LG detention					Wed	26 <sup>th</sup>
15:30 - 16:30 HoL detention					Thur	27 <sup>th</sup>
14:40 - 16:10 LG detention					Fri	28 <sup>th</sup>
10:00 - 12:00 HT Detention 28					Sat	29 <sup>th</sup>
					Sun	30 <sup>th</sup>

## July 2019

Week	Date	Day	All Staff Meetings and CPD	Students and Families	Assessment and Reporting <i>Deadlines are always Friday</i>	Examinations and Interventions	
36	1 <sup>st</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 37			Y10 Maths Exam Skills	
	2 <sup>nd</sup>	Tues	15:00 - 16:00 Year Team meeting 7 16:00 - 17:00 Opt Curric meeting 20 16:00 - 17:00 PD Session 21				
	3 <sup>rd</sup>	Wed	8:00 - Y10 Bucket 1 Achievement meeting	Y10 Coasts Trip (Geog) 18:00 - 19:00 Rewards evening		Y10 English Exam Skills	
	4 <sup>th</sup>	Thur		Y10 Coasts Trip (Geog) Y11 Prom TBC		Y10 Science Exam Skills	
	5 <sup>th</sup>	Fri		Sports Day		Y10 Exam Skills	
	6 <sup>th</sup>	Sat	Big Question for week 37: Why do we need music?				10:00 – 13:00 Intervention 29
	7 <sup>th</sup>	Sun					
37	8 <sup>th</sup>	Mon	8:25 Staff Briefing 15:45 - 17:45 LG meeting 38			Y10 Maths Exam Skills	
	9 <sup>th</sup>	Tues	15:00 - 16:00 Dept meeting 15 16:00 - 18:00 Twilight 9	Summer Show Primary Schools performance			
	10 <sup>th</sup>	Wed	8:00 - Y10 Bucket 1 Achievement meeting	Summer Show evening performance		Y10 English Exam Skills	
	11 <sup>th</sup>	Thur		Summer Show performance to year 7		Y10 Science Exam Skills	
	12 <sup>th</sup>	Fri		Spelling Bee BBQ		Y10 Exam Skills	
	13 <sup>th</sup>	Sat	Big Question for week 38: What are marginal gains?				10:00 – 13:00 Intervention 30
	14 <sup>th</sup>	Sun					
38	15 <sup>th</sup>	Mon	8:15 Staff Breakfast	Y7/8 Student reward trips/ activities		Y10 Maths Exam Skills <i>Exam Skills ends for Y10</i>	
	16 <sup>th</sup>	Tues	15:00 - 16:00 The Great Throwout	Y9 Student reward trips/ activities			
	17 <sup>th</sup>	Wed		Y10 Student reward trips/ activities			
	18 <sup>th</sup>	Thur					
	19 <sup>th</sup>	Fri	12:15 Closure - Last Day of Term				
	20 <sup>th</sup>	Sat					
	21 <sup>st</sup>	Sun					
H	22 <sup>nd</sup>	Mon					
	23 <sup>rd</sup>	Tues					

## Weeks 36 to 38

Detentions	Middle Leaders Monitoring	Leadership Group Monitoring	Key MAT and Governance Meetings/Tasks	Day	Date	Week	
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 36: • Form Tutor Health check 3 (HoL) • Bin Bag Day • 3-Way Learning Conversations (SAF Focus) 4 commence (HOD) • Data Review 4 and RAG DDP commences (HOD)	Tasks for Week 36: • KS4 Feedback Scrutiny 6 (LG) • End of term letter distributed to students • 3-Way Learning Conversations (SAF Focus) 4 commence (LG) • SDP check 6 • Assignment Quality check 6		Mon	1 <sup>st</sup>	36	
15:30 - 17:00 LG detention					Tues		2 <sup>nd</sup>
15:30 - 16:30 HoL detention				18:15 - 19:30 EB Meeting	Thur		4 <sup>th</sup>
14:40 - 16:10 LG detention					Fri		5 <sup>th</sup>
10:00 - 12:00 HT Detention 29					Sat		6 <sup>th</sup>
					Sun		7 <sup>th</sup>
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 37: • Final Timetable Circulated • 3-Way Learning Conversations (SAF Focus) 4 end (HOD) • Data Review 4 and RAG DDP ends (HOD) • Behaviour Review 6 (HoL) • Assignment Analytics 6 • Y7 - 10 Underachievers Review following closure of DPR (HoLs 7 - 10)	Tasks for Week 37: • Star of the Half Term nominations • 3-Way Learning Conversations (SAF Focus) 4 end (LG) • Y7 - 10 Underachievers Review following closure of DPR (HoLs 7 - 10)		Mon	8 <sup>th</sup>	37	
15:30 - 17:00 LG detention					Tues		9 <sup>th</sup>
15:30 - 16:30 HoL detention					Wed		10 <sup>th</sup>
14:40 - 16:10 LG detention					Thur		11 <sup>th</sup>
10:00 - 12:00 HT Detention 30					Fri		12 <sup>th</sup>
					Sat		13 <sup>th</sup>
					Sun		14 <sup>th</sup>
15:30 - 16:30 HoD detention/ Y11 HoL detention	Tasks for Week 38: • September Checklists circulated • HoDs to share MTP for next half term	Tasks for Week 38: • The Great Throwout • Assignment Analytics 6 • Behaviour Review 6 (LG) • WOW draw 6 • LV feedback 12 • Duty Tracker check 6		Mon	15 <sup>th</sup>	38	
15:30 - 16:30 HoL detention					Tues		16 <sup>th</sup>
15:30 - 17:00 LG detention					Wed		17 <sup>th</sup>
					Thur		18 <sup>th</sup>
					Fri		19 <sup>th</sup>
					Sat		20 <sup>th</sup>
					Sun		21 <sup>st</sup>
				Mon	22 <sup>nd</sup>	H	
				Tues	23 <sup>rd</sup>		

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	24 <sup>th</sup>	Wed				
	25 <sup>th</sup>	Thur				
	26 <sup>th</sup>	Fri				
	27 <sup>th</sup>	Sat				
	28 <sup>th</sup>	Sun				
H	29 <sup>th</sup>	Mon				
	30 <sup>th</sup>	Tues				
	31 <sup>st</sup>	Wed				

	Wed	24 <sup>th</sup>	
	Thur	25 <sup>th</sup>	
	Fri	26 <sup>th</sup>	
	Sat	27 <sup>th</sup>	
	Sun	28 <sup>th</sup>	
H	Mon	29 <sup>th</sup>	
	Tues	30 <sup>th</sup>	
	Wed	31 <sup>st</sup>	

## August 2019

Week	Date	Day	All Staff Meetings and CPD	Students and Families	Assessment and Reporting <i>Deadlines are always Friday</i>	Examinations and Interventions
H	1 <sup>st</sup>	Thur				
	2 <sup>nd</sup>	Fri				
	3 <sup>rd</sup>	Sat				
	4 <sup>th</sup>	Sun				
H	5 <sup>th</sup>	Mon				
	6 <sup>th</sup>	Tues				
	7 <sup>th</sup>	Wed				
	8 <sup>th</sup>	Thur				
	9 <sup>th</sup>	Fri				
	10 <sup>th</sup>	Sat				
	11 <sup>th</sup>	Sun				
H	12 <sup>th</sup>	Mon				
	13 <sup>th</sup>	Tues				
	14 <sup>th</sup>	Wed				
	15 <sup>th</sup>	Thur				
	16 <sup>th</sup>	Fri				
	17 <sup>th</sup>	Sat				
	18 <sup>th</sup>	Sun				
H	19 <sup>th</sup>	Mon				
	20 <sup>th</sup>	Tues				
	21 <sup>st</sup>	Wed				
	22 <sup>nd</sup>	Thur				GCSE Results Day
	23 <sup>rd</sup>	Fri				
	24 <sup>th</sup>	Sat				
	25 <sup>th</sup>	Sun				
H	26 <sup>th</sup>	Mon	Bank Holiday			
	27 <sup>th</sup>	Tues				
	28 <sup>th</sup>	Wed				
	29 <sup>th</sup>	Thur				
	30 <sup>th</sup>	Fri				
	31 <sup>st</sup>	Sat				

## Weeks H to H

Middle Leader Monitoring	Leadership Group Monitoring	Local School Board	Key MAT Dates	Day	Date	Week
				Thur	1 <sup>st</sup>	H
				Fri	2 <sup>nd</sup>	
				Sat	3 <sup>rd</sup>	
				Sun	4 <sup>th</sup>	
				Mon	5 <sup>th</sup>	H
				Tues	6 <sup>th</sup>	
				Wed	7 <sup>th</sup>	
				Thur	8 <sup>th</sup>	
				Fri	9 <sup>th</sup>	
				Sat	10 <sup>th</sup>	
				Sun	11 <sup>th</sup>	
				Mon	12 <sup>th</sup>	H
				Tues	13 <sup>th</sup>	
				Wed	14 <sup>th</sup>	
				Thur	15 <sup>th</sup>	
				Fri	16 <sup>th</sup>	
				Sat	17 <sup>th</sup>	
				Sun	18 <sup>th</sup>	
				Mon	19 <sup>th</sup>	H
				Tues	20 <sup>th</sup>	
				Wed	21 <sup>st</sup>	
				Thur	22 <sup>nd</sup>	
				Fri	23 <sup>rd</sup>	
				Sat	24 <sup>th</sup>	
				Mon	26 <sup>th</sup>	H
				Tues	27 <sup>th</sup>	
				Wed	28 <sup>th</sup>	
				Thur	29 <sup>th</sup>	
				Fri	30 <sup>th</sup>	
				Sat	31 <sup>st</sup>	

