

September 2019

W	Date		Staff Meetings, 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: Is ambition admirable or unnecessary?								
1	2nd	Mon	Staff training day 1 DPR window 1 opens for all year groups 15:00 - 17:00 Leadership Group Meeting 1	GL progress tests 1 for Y7 English and Maths 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"/> Departmental SEF update <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"/> HoD presentation plan <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 1 <input type="checkbox"/> MAS report <input type="checkbox"/> Review of PCT <input type="checkbox"/> Safeguarding report <input type="checkbox"/> Key departments report to LSB <input type="checkbox"/> 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	Staff training day 2 15:30 - 16:30 Year teams 1 16:00 - 17:00 Leadership Group meeting 2		School closed to students						
	4th	Wed	PMR 1 commences		All students return (staggered start) P1 - Y7 P2 - Y8, Y9, Y10 & Y11						
	5th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club							
	6th	Fri	12:30 Staff welcome party	Y7 Baseline Tests (foundation subjects) commence	12:15 - 14:40 Activities afternoon						
	7th	Sat									
	8th	Sun	Big Question: Does our determination dictate our fate?								
	2	9th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 3	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club				Leaders of Lunch Y10 all week Celebration of International Literacy Day	Tasks for Week 2: <input type="checkbox"/> Commence work on departmental trackers (HoDs) <input type="checkbox"/> Examination results analysis report ends (HoD) <input type="checkbox"/> SM MM participation check 1 <input type="checkbox"/> NEET check (Y12)	Tasks for Week 2: <input type="checkbox"/> GRC1 check 1 <input type="checkbox"/> Check examination reports completed <input type="checkbox"/> DHTs meet with new staff <input type="checkbox"/> SEF update and review 1 (LG) <input type="checkbox"/> Check Y11 college ref checklist
10th		Tues	15:45 - 16:45 Departmental meeting 1 16:55 - 17:55 Professional Development session 1	15:30 - 16:30 Y11 Maths ES	School photographs (Y7 - Y11)						
11th		Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club							
12th		Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club							
13th		Fri		Examination appeals deadline Y7 Baseline Tests (foundation subjects) end	Roald Dahl Day 12:15 - 14:40 Activities afternoon						
14th		Sat		10:00 - 13:00 Y11 Intervention 1							
15th		Sun	Big Question: Is politeness a sign of weakness?								
3	16th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 4	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	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"/> MTP review <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"/> NEET check (Y12)				
	17th	Tues	15:45 - 16:45 Departmental Meeting 2 16:55 - 17:55 Optional Curriculum meeting 1	15:30 - 16:30 Y11 Maths ES	16:30 - 18:00 Y11 Parents' Forum						
	18th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club							
	19th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club							
	20th	Fri	12:30 - 15:30 Twilight 1								
	21st	Sat		10:00 - 13:00 Y11 Intervention 2							
	22nd	Sun	Big Question: Do we always need to be happy?								

4	23rd	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 5	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	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			
	24th	Tues	No calendared meeting	15:30 - 16:30 Y11 Maths ES	16:30 - 19:00 Open Evening (School finishes for students at 2:40pm)					
	25th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club	Y8 HPV injections (dose 1)					
	26th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club						
	27th	Fri		GL Progress tests 1 for Y7 Eng, Ma and Sci ends	12:15 - 14:40 Activities afternoon					
	28th	Sat		10:00 - 13:00 Y11 Intervention 3						
	29th	Sun	Big Question: Is violence an easy option?							
5	30th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 6 Y11 College tutors' references and grades captured in SIMS opens	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club Year 11 Unit Focused Paper commences	Leaders of Lunch Y10 all week 09:00 - 11:45 Open Morning 10:00-13:00 Shakespeare Schools Festival Company Workshop	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)	18:15 - 19:30 TCS LSB meeting		

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	15:45 - 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 Maths ES	East London History Month commences Newham Music Massed rehearsal 09:00 - 11:45 Open Morning	Tasks for Week 5: □ Environment check 1 (site and HoDs)	Tasks for Week 5: □ Feedback scrutiny 1 (SAF focus) □ Assignment quality check 1 □ SEND results analysis □ Pathway 5 provision report	
	2nd	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club	09:00 - 11:45 Open Morning			
	3rd	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club	09:00 - 11:45 Open Morning National Poetry Day Shakespeare Schools Festival workshop (Time TBC)			18:15 - 19:30 CST Finance and Personnel Committee
	4th	Fri		<i>Unit Focused Paper ends</i>	08:45 - 09:15 Parents' Coffee Morning Drop-in 1 (theme Y7 Parents) 09:00 - 11:45 Open Morning 12:15 - 14:40 Activities afternoon			
	5th	Sat		10:00 - 13:00 Y11 Intervention 4				
	6th	Sun	Big Question: Do we ever need a break from reality?					
6	7th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 7	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y9 all week Y11 DP Canary Wharf trip	Tasks for Week 6: □ Y8 and Y9 focus and MTPs shared □ Standardisation of DPR Y11 judgements and grades □ Assignment analytics 1	Tasks for Week 6: □ Star of the Half Term nominations 1 □ WOW, Behaviour Slip and 100% attendance draw 1 □ Preparation for staff breakfast	
	8th	Tues	15:45 - 16:45 Departmental meeting 4	15:30 - 16:30 Y11 Maths ES	17:00 - 18:00 Pathway A/X Parent Information Evening			
	9th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club	14:40 - 17:00 Careers Fair Y10/Y11			
	10th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club	Yr 11 Drama Woman in Black trip			18:15 - 19:30 CST Students, Standards and Community Committee
	11th	Fri			12:15 - 14:40 Activities afternoon			
	12th	Sat		10:00 - 13:00 Y11 Intervention 5				
	13rd	Sun	Big Question: Should we leave the past in the past?					
7	14th	Mon	08:00 Staff breakfast 16:00 - 18:00 Leadership Group meeting 8	HoDs to submit Preliminary 1 exam entries to Exams Officer 15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Expressive Arts Week Leaders of Lunch Y8 all week Shakespeare Schools Festival Performance (time TBC)	Tasks for Week 7: □ All trackers in place (HoDs) □ Behaviour review 1 (HoL) □ HoDs to share MTP for next half term □ Food survey 1	Tasks for Week 7: □ SDP check 1 □ Check trackers are in place (LG) □ Middle Leader examination analysis meetings end □ Environment check feedback 1 (site) □ Y11 Learning Hub rotas and guidelines to LG □ Assignment analytics 1 □ LV feedback 1	
	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 Maths 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 Humanities ES 15:30 - 16:30 Maths Excellence Club	Y8 Spelling Bee World Food Day 2019			
	17th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club				18:15 - 19:30 CST Exec Board
	18th	Fri	PMR/PCT 1 ends Y11 College references and grades captured in SIMS close	BTEC registrations deadline	12:15 - 14:40 Activities afternoon Y10 EY Employability workshop Everybody Writes Day (24/10/19)			
	19th	Sat						
	20th	Sun						
H	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	Big Question: Is fear our biggest enemy?		Diwali			
8	28th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 9	Pass Tests Open (Y7 - Y10) 15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	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 <input type="checkbox"/> 3-Way learning conversations (SAF focus) 1 commence (HoD)	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 <input type="checkbox"/> 3-Way learning conversations (SAF focus) 1 commence (HoD) <input type="checkbox"/> Pupil Premium update 1	
	29th	Tues	15:45 - 16:45 Departmental meeting 5 16:55 - 17:55 Professional Development session 4	15:30 - 16:30 Y11 Maths ES				
	30th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club				
	31st	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club				

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		<i>Pass Tests (Y7 - Y10) end</i>	12:15 - 14:40 Activities afternoon			
	2nd	Sat		10:00 - 13:00 Y11 Intervention 6				
	3rd	Sun	Big Question: When did we stop caring about the elderly?					
9	4th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 10	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y9 all week	Tasks for Week 9: <input type="checkbox"/> Y11 Underachievers review (HoLs) <input type="checkbox"/> Data review 1 for Y11 <input type="checkbox"/> RAG DDP commences HoD and HoL year 11 <input type="checkbox"/> 3-Way Learning Conversations (SAF cocus) 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 for Y11 <input type="checkbox"/> RAG DDP commences HoD and HoL Y 11 <input type="checkbox"/> 3-Way Learning Conversations (SAF cocus) 1 commence (HoD) <input type="checkbox"/> Food survey 1 results	
	5th	Tues	15:45 - 16:45 Year Teams 2 16:55 - 17:55 Professional Development session 5 16:55 - 17:55 Optional Curriculum meeting 4	15:30 - 16:30 Y11 Maths ES				
	6th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club	Y10 Insight Day at HSBC			
	7th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club				
	8th	Fri			12:15 - 14:40 Activities afternoon			
	9th	Sat		10:00 - 13:00 Y11 Intervention 7				
	10th	Sun	Big Question: Is it better to act or to react?					
10	11th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 11	Y11 Preliminary 1 exam timetable published to staff and students 15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y8 all week National Anti-Bullying Week 19:00 Shakespeare in Schools Festival (Stratford Circus)	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"/> Stonewall Survey preparation commences <input type="checkbox"/> Assignment quality check 2 <input type="checkbox"/> Check data review and DDP <input type="checkbox"/> Y11 Underachievers review	
	12th	Tues	15:45 - 16:45 Departmental meeting 6 16:55 - 17:55 Professional Development session 6	15:30 - 16:30 Y11 Maths ES	Guru Nanak's birthday (school open)			
	13th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club				
	14th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club				
	15th	Fri	12:30 - 15:30 Twilight 2		Skills London targeted trip Y10/Y11			
	16th	Sat		10:00 - 13:00 Y11 Intervention 8				
	17th	Sun	Big Question: Is health more important than wealth?					
11	18th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 12	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y10 all 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 <input type="checkbox"/> End of term letter preparation commences	18:15 - 19:30 TCS LSB meeting
	19th	Tues	15:45 - 16:45 Departmental meeting 7 16:55 - 17:55 Professional Development session 7 16:55 - 17:55 Optional Curriculum meeting 5	15:30 - 16:30 Y11 Maths ES	17:00 - 18:00 Y12 Certificates Evening			
	20th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club				
	21st	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club	Y9 Spelling Bee			
	22nd	Fri			12:15 - 14:40 Activities afternoon			
	23rd	Sat		10:00 - 13:00 Y11 Intervention 9				
	24th	Sun	Big Question: Is school just a waste of time?					

12	25th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 13	Y11 Preliminary 1 examinations commence 15:30 - 16:30 Y11 English ES	Leaders of Lunch Y9 all week Creative Writing Competition	Tasks for Week 12: <input type="checkbox"/> Snack Attack 2 <input type="checkbox"/> Standardisation of DPR Y7-10	Tasks for Week 12: <input type="checkbox"/> Office Efficiency survey <input type="checkbox"/> Feedback Scrutiny 2 (SAF focus) <input type="checkbox"/> Student interviews on behaviour and safety (LG)		
	26th	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 Maths ES					18:15 - 19:30 CST Students, Standards and Community Committee
	27th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club					
	28th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club					
	29th	Fri			12:15 - 14:40 Activities afternoon				
	30th	Sat		10:00 - 13:00 Y11 Intervention 10					

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: Who kills people: guns or rappers?						
13	2nd	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 14	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y8 all week	Tasks for Week 13: <input type="checkbox"/> Assignment analytics 2	Tasks for Week 13: <input type="checkbox"/> Star of the Half Term nominations 2 <input type="checkbox"/> WOW, Behaviour Slip and 100% attendance draw 2 <input type="checkbox"/> Preparation for staff breakfast <input type="checkbox"/> ES tracker <input type="checkbox"/> Staff absence update <input type="checkbox"/> Assignment analytics 2 <input type="checkbox"/> LV feedback 2 <input type="checkbox"/> Pass Test results <input type="checkbox"/> End of term letter distributed to students <input type="checkbox"/> Spring Term planning		
	3rd	Tues	15:45 - 16:45 Staff meeting 1 16:55 - 17:55 Professional Development session 9	15:30 - 16:30 Y11 Maths ES					
	4th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club	17:00 - 18:00 Christmas Show				
	5th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club					18:15 - 19:30 CST Exec Board
	6th	Fri	12:30 - Staff social event	Y11 Preliminary 1 examinations end	08:45 - 09:15 Parents' Coffee Morning Drop-in 2 (Post-16 Focus) 12:15 - 14:40 Activities afternoon				
	7th	Sat		10:00 - 13:00 Y11 Intervention 11					
	8th	Sun	Big Question: We are not born equal, so why should we treat each other the same?						
14	9th	Mon	08:00 Staff breakfast 16:00 - 18:00 Leadership Group meeting 15	Exams officer to update all exam policies and procedures	Charities Week Leaders of Lunch Y10 all week Y7 - 11 Reward Assemblies	Tasks for Week 14: <input type="checkbox"/> Y8 and Y10 focus and MTPs shared <input type="checkbox"/> Behaviour review 2 (HoL) <input type="checkbox"/> Data review 1 for Y7 - 10 closes <input type="checkbox"/> RAG DDP closes (HoD) <input type="checkbox"/> Standardisation of DPR Y11	Tasks for Week 14: <input type="checkbox"/> SDP check 2		
	10th	Tues	15:45 - 16:45 Departmental meeting 9 16:55 - 17:55 Professional Development session 10		Y8 HPV injections (dose 1 - catch up)				
	11th	Wed	DPR window 1 closes for Y7 - 10						
	12th	Thur			Leaders of Lunch rewards cards				
	13th	Fri	12:15 Closure - last day of term		Non-uniform day 1 (students) Christmas Jumper day (staff)				
	14th	Sat							
	15th	Sun							
H	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								

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: Does the truth really hurt?					
15	6th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 16	GCSE Examination entries 2020 to Examinations officer open 15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	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"/> Evaluation of assessment and feedback in departmental meeting (HoD) for Y7 - 10 <input type="checkbox"/> Form tutor health check 1 (HoL) <input type="checkbox"/> HoL Y11 to ensure teachers are prepared for 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"/> Mentoring/Assembly monitoring 1	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"/> Prevent/British values action plans <input type="checkbox"/> Financial Dashboard check <input type="checkbox"/> Monitoring processes check <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 11 16:55 - 17:55 Optional Curriculum meeting 7	15:30 - 16:30 Y11 Maths ES				
	8th	Wed	DPR window 2 closes for Y11 only	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club				
	9th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club				
	10th	Fri			12:15 - 14:40 Activities afternoon			
	11th	Sat		10:00 - 13:00 Y11 Intervention 12				
	12th	Sun	Big Question: Is Britain really 'Great'?					
16	13th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 17	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y8 all week	Tasks for Week 16: <input type="checkbox"/> Y7-10 Underachievers' review (HoL) <input type="checkbox"/> Update Y7 - 10 data review 1 RAG DDP commences (HoL) <input type="checkbox"/> 3-Way Learning Conversations (SAF focus) 2 commence (HoD) <input type="checkbox"/> 3-Way Learning Conversations (SAF focus) 2 commence (LG)	Tasks for Week 16: <input type="checkbox"/> Safeguarding/Prevent update <input type="checkbox"/> GRC1 check 2 <input type="checkbox"/> Attendance review feedback 2 (LG) <input type="checkbox"/> 3-Way Learning Conversations (SAF focus) 2 commence (LG)	
	14th	Tues	15:45 - 16:45 School Leaders 2	15:30 - 16:30 Y11 Maths ES				
	15th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club				
	16th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club				
	17th	Fri			08:45 - 09:15 Parents' Coffee Morning Drop-in 3 (work experience focus) 12:15 - 14:40 Activities afternoon			
	18th	Sat		10:00 - 13:00 Y11 Intervention 13				
	19th	Sun	Big Question: Do religions unite us or divide us?					
17	20th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 18	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y10 all week	Tasks for Week 17: <input type="checkbox"/> 3-Way Learning Conversations (SAF focus) 2 commence (HoD) <input type="checkbox"/> Feedback scrutiny 3 (SAF focus) <input type="checkbox"/> Assignment quality check 3 <input type="checkbox"/> Data review 2 and RAG DDP for Y11 commences (HoD)	Tasks for Week 17: <input type="checkbox"/> 3-Way Learning Conversations (SAF focus) 2 commence (LG) <input type="checkbox"/> Calendar planning for 2020-21 commences <input type="checkbox"/> SEF update and review 2 (LG) <input type="checkbox"/> Y11 Underachievers' review following closure of DPR1 (LG) <input type="checkbox"/> Y7-10 Underachievers' review (LG)	18:15 - 19:30 FGCS LSB meeting
	21st	Tues	No calendared meetings	15:30 - 16:30 Y11 Maths ES	16:00 - 19:00 Y11 Parents Evening			
	22nd	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club				
	23rd	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club				

	24th	Fri		GCSE Exam entries 2020 to Exams officer closes	Y9 DTP & MenACWY injections			
	25th	Sat		10:00 - 13:00 Y11 Intervention 14				
	26th	Sun	Big Question: The power of community - is it all nonsense?					
18	27th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group Meeting 19	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y9 all week Y11 Art unit 2 Tate trip	Tasks for Week 18: <input type="checkbox"/> Optional line management week 3 <input type="checkbox"/> Y7 and Y10 focus <input type="checkbox"/> Snack Attack 3 <input type="checkbox"/> HoL Y10 to ensure teachers are prepared for Parents Evenings <input type="checkbox"/> Evaluation of assessment and feedback in departmental meeting (HoD) for Y11 only	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	18:15 - 19:30 TCS LSB meeting
	28th	Tues	15:45 - 16:45 Year Teams 3 16:55 - 17:55 Professional Development session 12 16:55 - 17:55 Optional Curriculum meeting 8	15:30 - 16:30 Y11 Maths ES				
	29th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club	Y7 Spelling Bee			
	30th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club				18:15 - 19:30 CST Students, Standards and Community Committee
	31st	Fri	12:30 - 15:30 Twilight 3		08:45 Parents' Coffee Morning Drop-in 4 - Y8 Options 12:15 - 14:40 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		10:00 - 13:00 Y11 Intervention 15					
	2nd	Sun	Big Question: Do we kiss our mobile phones goodnight?						
19	3rd	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 20	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y8 all week Y11 DP unit 2 Central London trip	Tasks for Week 19: <input type="checkbox"/> Environment check 2 (Site and HoDs) <input type="checkbox"/> Assignment analytics 3 <input type="checkbox"/> HoL Y8 to ensure teachers are prepared for 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"/> WOW, Behaviour Slip and 100% attendance draw 3 <input type="checkbox"/> Preparation for staff breakfast <input type="checkbox"/> Feedback scrutiny 3 (SAF focus) <input type="checkbox"/> Assignment analytics 3		
	4th	Tues	No calendared meetings	15:30 - 16:30 Y11 Maths ES	16:00 - 19:00 Y10 Parents' Evening				
	5th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club	Y8 Pathways extended assembly Y10 Stratford trip (Geog)				
	6th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club	UKMT Challenge (Intermediate) Y10 Stratford trip (Geog)				18:15 - 19:30 CST Finance and Personnel Committee
	7th	Fri			12:15 - 14:40 Activities afternoon				
	8th	Sat		10:00 - 13:00 Y11 Intervention 16					
	9th	Sun	Big Question: Do old sins cast long shadows?						
20	10th	Mon	08:00 Staff breakfast 16:00 - 18:00 Leadership Group meeting 21	Y11 Preliminary 2 exam timetable published to staff and students 15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y10 all week Y10 Work Experience Week	Tasks for Week 20: <input type="checkbox"/> Y8 and Y9 focus <input type="checkbox"/> ES 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"/> LV feedback 3		
	11th	Tues	15:45 - 16:45 Departmental meeting 11 16:55 - 17:55 Professional Development session 13 16:55 - 17:55 Optional Curriculum meeting 9	15:30 - 16:30 Y11 Maths ES	Safer Internet Day 2020				
	12th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club					
	13th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club					18:15 - 19:30 CST Exec Board
	14th	Fri			12:15 - 14:40 Activities afternoon				
	15th	Sat							
	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							
	23rd	Sun	Big Question: How do I shatter the glass ceiling?						
21	24th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 22 PMR Mid Cycle review 1 opens (for teachers only) PCT 2 opens (for teachers only) Support staff appraisal	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	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	No calendared meetings	15:30 - 16:30 Y11 Maths ES	16:00 - 19:00 Y8 Parents' and Options Evening				
	26th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club					

27th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club				
28th	Fri			Y8 Options submissions closes Y9 DTP & MenACWY injections 12:15 - 14:40 Activities afternoon			
29th	Sat		10:00 - 13:00 Y11 Intervention 17				

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	1t	Sun	Big Question: Why are leaders readers?						
22	2nd	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 23	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club <i>Y11 Preliminary 2 examinations commences</i>	Leaders of Lunch Y8 all week National Careers 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 feedback (LG)		
	3rd	Tues	15:45 - 16:45 Departmental meeting 12	15:30 - 16:30 Y11 Maths ES	The Clink Prison Museum trip - Foundation Learning				
	4th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club	08:35 - 15:30 Y10 BOSS Day (tbc)				
	5th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club	08:35 - 12:15 Y9 Young Enterprise Day (tbc) <i>World Book Day - whole school character dress day</i>				
	6th	Fri			12:15 - 14:40 Activities afternoon				
	7th	Sat		10:00 - 13:00 Y11 Intervention 18					
	8th	Sun	Big Question: Free speech - are we asking for trouble?						
23	9th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 24	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y7 all week	Tasks for Week 23: <input type="checkbox"/> Y7 and Y10 focus and MTPs shared <input type="checkbox"/> Timetable subject loadings to HoDs <input type="checkbox"/> Feedback scrutiny 4 (SAF focus)	Tasks for Week 23: <input type="checkbox"/> Assignment quality check 4 <input type="checkbox"/> LAC report <input type="checkbox"/> SEND progress report including Pathway S <input type="checkbox"/> Easter charity event plans		
	10th	Tues	15:45 - 16:45 Departmental meeting 13 16:55 - 17:55 Professional Development session 14 16:55 - 17:55 Optional Curriculum meeting 10	15:30 - 16:30 Y11 Maths ES					
	11th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club					
	12th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club	Y10 Spelling Bee Yr 9 Barbican Box Project (TBC)			18:15 - 19:30 FGCS LSB meeting	
	13th	Fri	12:30 - 15:30 Twilight 4	<i>Y11 Preliminary 2 examinations end</i>					
	14th	Sat		10:00 - 13:00 Y11 Intervention 19					
	15th	Sun	Big Question: Is all of the world really a stage?						
24	16th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 25	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y9 all week Science Week	Tasks for Week 24: <input type="checkbox"/> Y8 and Y10 focus and MTPs <input type="checkbox"/> Optional line management week 4 <input type="checkbox"/> Snack Attack 4 <input type="checkbox"/> HoL Y9 to ensure teachers are prepared for Parents Evenings <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 started and circulated <input type="checkbox"/> End of term letter distributed to students	18:15 - 19:30 TCS LSB meeting	
	17th	Tues	15:45 - 16:45 Departmental meeting 14 16:55 - 17:55 Professional Development session 15	15:30 - 16:30 Y11 Maths ES					
	18th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club					
	19th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club				18:15 - 19:30 CST Finance and Personnel Committee	
	20th	Fr			<i>World Storytelling Day</i> 12:15 - 14:40 Activities afternoon				
	21st	Sat		10:00 - 13:00 Y11 Intervention 20					
	22nd	Sun	Big Question: What are our biggest blessings?						
25	23rd	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 26	<i>Y11 GCSE timetable published for staff, students & website</i> 15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	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"/> WOW, Behaviour Slip and 100% attendance draw 4		

			<i>Y10 Preliminary examinations commence for core subjects only</i>			<input type="checkbox"/> Preparation for staff breakfast <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	No calendared meetings	15:30 - 16:30 Y11 Maths ES	16:00 - 19:00 Y9 Parents Evening			
25th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club				
26th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club	Y8 HPV injections (dose 2)			18:15 - 19:30 CST Exec Board
27th	Fri	12:30 Staff social event	<i>Y10 Preliminary examinations end</i>	08:45 - 09:15 Parents' Coffee Morning Drop-in 5 (preparing for exams) 12:15 - 14:40 Activities afternoon Spring Readathon Ends			
28th	Sat		10:00 - 13:00 Y11 Intervention 21				
29th	Sun	Big Question: Do I need to love myself before I can love others?					
26	30th	Mon	08:00 Staff breakfast 16:00 - 18:00 Leadership Group meeting 27	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y7 all week Easter charity week Y7 - 11 Reward Assemblies	Tasks for Week 26: <input type="checkbox"/> Y7 and Y10 focus <input type="checkbox"/> Behaviour review 4 (HOL) <input type="checkbox"/> Standardisation of DPR Y7-10	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 Maths 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 8:00 - Y11 Bucket 1 achievement meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club	17:00 - 18:00 Easter Music competition	Tasks for Week 26: <input type="checkbox"/> Y7 and Y10 focus <input type="checkbox"/> Behaviour review 4 (HoL) <input type="checkbox"/> Standardisation of DPR Y7-10	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) <input type="checkbox"/> LV feedback 4		
	2nd	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club	Leaders of Lunch Y7 certificates distributed National Autism Day				
	3rd	Fri	12:15 closure - last day of term		National Library Week (10th - 16th April) Non-uniform day 2				
	4th	Sat							
	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						
	11th	Sat							
H	12th	Sun							
	13th	Mon	Bank Holiday Monday						
	14th	Tues		09:00 - 15:00 Y11 Intervention					
	15th	Wed		09:00 - 15:00 Y11 Intervention					
	16th	Thur		09:00 - 15:00 Y11 Intervention					
	17th	Fri		09:00 - 15:00 Y11 Intervention					
	18th	Sat							
27	19th	Sun	Big Question: Why can't I be selfish?						
	20th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 28	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club <i>French and Spanish speaking exams begin</i>	Leaders of Lunch Yg all week	Tasks for Week 27: <input type="checkbox"/> Attendance review 4 (HoL) <input type="checkbox"/> HOL Y7 to ensure tutors are prepared for Parents' Evenings	Tasks for Week 27: <input type="checkbox"/> Staff survey (SDP) <input type="checkbox"/> Student survey (SDP) <input type="checkbox"/> Staff absence updates <input type="checkbox"/> Student planner started <input type="checkbox"/> End of year checklist started <input type="checkbox"/> SCR check 3 <input type="checkbox"/> Behaviour review feedback 4 (LG) <input type="checkbox"/> Door knocking commences <input type="checkbox"/> Pupil Premium update 2 <input type="checkbox"/> Mentoring/Assembly monitoring 2	Tasks for Term 3a: <input type="checkbox"/> Assessment updates <input type="checkbox"/> Literacy activities review <input type="checkbox"/> Budget <input type="checkbox"/> GB Skills update <input type="checkbox"/> Monitoring processes check <input type="checkbox"/> SCR check 3 <input type="checkbox"/> SDP / SEF updates 3 <input type="checkbox"/> New SDP ideas <input type="checkbox"/> New year calendar <input type="checkbox"/> Planned works	
	21st	Tues	15:45 - 16:45 Departmental meeting 16 16:55 - 17:55 Professional Development session 16 16:55 - 17:55 Optional Curriculum meeting 11	15:30 - 16:30 Y11 Maths ES					
	22nd	Wed	DPR Window 2 closes for Y7 - 10	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club					
	23rd	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club	Ramadan commences (Provisional)				
	24th	Fri		<i>French and Spanish speaking exams end</i>	12:15 - 14:40 Activities afternoon				
	25th	Sat		10:00 - 13:00 Y11 Intervention 22 Y6 Admissions interviews					
	26th	Sun	Big Question: What are the roots of racism?						
28	27th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 29	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y8 all week	Tasks for Week 28: <input type="checkbox"/> Proposed set lists to HoDs from data manager <input type="checkbox"/> 3-Way learning conversations (SAF focus) 3 commence (HoD) <input type="checkbox"/> Data review 3 for Y11 <input type="checkbox"/> RAG DDP commences for HoD and HoL Y11	Tasks for Week 29: <input type="checkbox"/> SRC1 check 3 <input type="checkbox"/> Y11 examinations checklist started <input type="checkbox"/> Attendance review 4 feedback (LG) <input type="checkbox"/> 3-Way learning conversations (SAF focus) 3 commence (LG)		
	28th	Tues	15:45 - 16:45 School Leaders 3 16:55 - 17:55 Professional Development session 17	15:30 - 16:30 Y11 Maths ES	16:30 - 18:00 Y11 Parents' Forum				
	29th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club					

30th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club	UKMT Challenge (Junior)		<input type="checkbox"/> RAG DDP commences for HoD and HoL Y11	
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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	12:30 - 15:30 Twilight 5	Y11 GCSE exam timetable published to staff					
	2nd	Sat		10:00 - 13:00 Y11 Intervention 23					
	3rd	Sun	Big Question: Must we look back in order to look forward?						
29	4th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 30	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club External examinations commence	Leaders of Lunch Y9 all week Mental Health Awareness Week 16:30 - 17:30 MAS Parent Information Evening	Tasks for Week 29: □ Proposed set lists to HoDs from Data Manager □ 3-Way learning conversations (SAF focus) 3 commence (HoD) □ HOL Y7 to ensure tutors are prepared for Parents' Evenings □ Y7-10 Underachievers' review (HoLs) □ Data review 2 for Y10 only □ DPR engagement student awards (HoL)	Tasks for Week 29: □ 3-Way learning conversations (SAF focus) 3 commence (LG) □ SWOT analysis □ Staff School Improvement survey □ Y7-10 Underachievers' review (HoLs) □ Data review 2 for Y10 only □ SEF update and review 3 (LG)		
	5th	Tues	No calendared meetings	14:40 - 15:40 Y11 Maths ES	16:00 - 19:00 Y7 Parents' Evening				
	6th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club Y11 GCSE Art/DP examination Day 1					
	7th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club Y11 GCSE Art/DP examination Day 2				18:15 - 19:30 FGCS LSB meeting 18:15 - 19:30 CST Students, Standards and Community Committee	
	8th	Fri	VE DAY - May Bank Holiday						
	9th	Sat		10:00 - 13:00 Y11 Intervention 24					
	10th	Sun	Big Question: Are the people around me toxic?						
	30	11th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 31	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y8 all week Head students application window opens	Tasks for Week 30: □ Y8 and Y9 focus □ Optional line management week 5 □ SDP Ideas in LM □ Snack Attack 5 □ Assignment analytics 5 □ SM MM participation check 5	Tasks for Week 30: □ Optional line management week 5 □ Star of the Half Term nominations 5 □ WOW, Behaviour Slip and 100% attendance draw 5 □ Preparation for staff breakfast □ School Census Return □ Student file check 3 □ Checklist check 3 □ Assignment analytics 5	18:15 - 19:30 TCS LSB Meeting
12th		Tues	15:45 - 16:45 Departmental meeting 17	15:30 - 16:30 Y11 Maths ES					
13th		Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club					
14th		Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club				18:15 - 19:30 CST Finance and Personnel Committee	
15th		Fri			08:45 Parents' Coffee Morning Drop-in 6 - Homework/Assignments 12:15 - 14:40 Activities afternoon				
16th		Sat		10:00 - 13:00 Y11 Intervention 25					
17th		Sun	Big Question: Do I owe my family anything?						
31	18th	Mon	08:00 Staff breakfast 16:00 - 18:00 Leadership Group meeting 32	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y7 all week	Tasks for Week 31: □ Environment check 3 (Site and HoDs) □ Behaviour review 5 (HoL)	Tasks for Week 31: □ SDP check 5 □ Feedback scrutiny 5 (SAF focus) □ Year 11 Learning Hub ends □ Library report □ Leadership Group Conference plan □ LV feedback 5		
	19th	Tues	15:45 - 16:45 Year Teams 4 16:55 - 17:55 Professional Development session 18 16:55 - 17:55 Optional Curriculum meeting 12	15:30 - 16:30 Y11 Maths ES					
	20th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club	Head students application window closes				
	21st	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club				18:15 - 19:30 CST Exec Board	
	22nd	Fri			12:15 - 14:40 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	Big Question: Plastic bottles - why is the world talking about them?						

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 16:00 - 18:00 Leadership Group meeting 33	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y9 all week	Tasks for Week 32: <input type="checkbox"/> Attendance review 5 (HoL)	Tasks for Week 32: <input type="checkbox"/> School calendar signed off <input type="checkbox"/> Staff absence <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 2 16:55 - 17:55 Professional Development session 19	15:30 - 16:30 Y11 Maths ES	Y10 Coasts (WOTN) trip (Geog)			
	3rd	Wed	8:00 - Y10 LG achievement meeting	15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club	Y10 Coasts (WOTN) trip (Geog)			
	4th	Thur		15:30 - 15:40 Y11 Science ES				
	5th	Fri			12:15 - 14:40 Activities afternoon			
	6th	Sat		10:00 - 13:00 Y11 Intervention 26				
	7th	Sun	Big Question: Is politics rotten to the core?					
33	8th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 34	15:30 - 16:30 Y11 English ES 15:30 - 16:30 Science Excellence Club	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	
	9th	Tues	15:45 - 16:45 Departmental meeting 18	15:30 - 16:30 Y11 Maths ES	The Tower of London trip - Foundation Learning			
	10th	Wed		15:30 - 16:30 Y11 Humanities ES 15:30 - 16:30 Maths Excellence Club				
	11th	Thur		15:30 - 16:30 Y11 Science ES 15:30 - 16:30 English Excellence Club	18:00 - 19:00 EAL Certificate Evening			
	12th	Fri		Y11 GCSE ES finishes	12:15 - 14:40 Activities afternoon			
	13th	Sat		10:00 - 13:00 Y11 Intervention 27				
	14th	Sun	Big Question: Just because it is written down, does it make it true?					
34	15th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 35	15:30 - 16:30 Science Excellence Club	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	15:45 - 16:45 New Year Teams 5 16:55 - 17:55 Professional Development session 20		17:00 - 18:00 Y10 Parents Evening. Preparation for Y11			
	17th	Wed		15:30 - 16:30 Maths Excellence Club				
	18th	Thur		15:30 - 16:30 English Excellence Club	Spelling Bee Final			
	19th	Fri	12:30 - 15:30 Twilight 6	External examinations end	Leaders of Lunch celebration			
	20th	Sat		10:00 - 13:00 Y10 Intervention 28				
	21st	Sun	Big Question: Refugees - should we help?					
35	22nd	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 36	GL Progress tests for Y7, 8 & 9 Eng, Ma and Sci Commences Year 10 Exam Skills commence 15:30 - 16:30 Y10 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y9 all week 16:00 - 18:00 Y11 Art & DP Exhibition	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 21 16:55 - 17:55 Optional Curriculum meeting 13	15:30 - 16:30 Y10 Maths ES				
	24th	Wed	DPR window 3 for Y7 - 10 closes	15:30 - 16:30 Y10 Humanities ES 15:30 - 16:30 Maths Excellence Club	18:00 - 19:00 Y6 Parents Transition Evening			
	25th	Thur		15:30 - 16:30 Y10 Science ES 15:30 - 16:30 English Excellence Club	Transition Day for new Y7 09:00 - 14:30			
	26th	Fri	Leadership Group conference		08:30 - 12:15 Sports Day 12:15 - 14:40 Activities afternoon			

	27th	Sat	Leadership Group conference	10:00 - 13:00 Y10 Intervention 29				
	28th	Sun	Big Question: Should we all be proud of who we are?					
36	29th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 37	15:30 - 16:30 Y10 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y8 all week	Tasks for Week 36: <input type="checkbox"/> 3-Way learning conversations (SAF focus) 4 commence (HoD) <input type="checkbox"/> Data review 3 (Y11) and RAG DDP commences (HoD) <input type="checkbox"/> Y7-10 Underachievers' Review (HoLs) <input type="checkbox"/> Behaviour review 6 (HoL) <input type="checkbox"/> SM MM participation check 6	Tasks for Week 36: <input type="checkbox"/> Feedback scrutiny 6 (SAF focus) <input type="checkbox"/> 3-Way learning conversations (SAF focus) 4 commence (LG) <input type="checkbox"/> SDP check 6	18:15 - 19:30 TCS LSB Meeting
	30th	Tues	16:55 - 17:55 Professional Development session 22	Y9 GCSE Preliminary art examination day 1 15:30 - 16:30 Y10 Maths 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		<i>Y9 GCSE Preliminary art examination day 2</i> 15:30 - 16:30 Y10 Humanities ES 15:30 - 16:30 Maths Excellence Club	18:00 - 19:00 Annual Awards evening	Tasks for Week 36: □ 3-Way learning conversations (SAF focus) 4 commence (HoD) □ Data review 3 (Y10) and RAG DDP commences (HOD) □ Y7-10 Underachievers' Review (HOL's) □ Behaviour review 6 (HOL)	Tasks for Week 36: □ Feedback Scrutiny 6 (SAF Focus) □ End of term letter distributed to students □ 3-Way learning conversations (SAF focus) 4 commence (LG)	18:15 - 19:30 CST Finance and Personnel Committee
	2nd	Thur		15:30 - 16:30 Y10 Science ES 15:30 - 16:30 English Excellence Club	19:00 - 23:00 Y11 Prom			
	3rd	Fri			12:15 - 16:40 Activities afternoon Spelling Bee BBQ			
	4th	Sat		10:00 - 13:00 Y10 Intervention 30				
	5th	Sun	Big Question: Is fame overrated?					
37	6th	Mon	08:15 Staff briefing 16:00 - 18:00 Leadership Group meeting 38	15:30 - 16:30 Y10 English ES 15:30 - 16:30 Science Excellence Club	Leaders of Lunch Y7 all week	Tasks for Week 37: □ Assignment analytics 6 □ Data review 3 (Y10) and RAG DDP commences (HoD) □ 3-Way learning conversations (SAF focus) 4 commence (HoD)	Tasks for Week 37: □ Star of the Half Term nominations 6 □ WOW, Behaviour Slip and 100% attendance draw 6 □ Preparation for staff breakfast □ Plan for summer results day publicity □ Assignment analytics 6 □ Data review 3 Y10 only (LG) □ Behaviour review Feedback 6 (LG) □ Y7-10 Underachievers' Review (LG) □ 3-Way learning conversations (SAF focus) 4 commence (HoD)	
	7th	Tues	15:45 - 16:45 School Leaders 4 16:55 - 17:55 Professional Development session 23 16:55 - 17:55 Optional Curriculum meeting 14	15:30 - 16:30 Y10 Maths ES	18:00 - 19:00 Awards Evening Newham Arts Matters exhibition - UEL (TBC) Y10 Mock interview day			
	8th	Wed		<i>Y10 GCSE Preliminary art examination day 1</i> 15:30 - 16:30 Y10 Humanities ES 15:30 - 16:30 Maths Excellence Club				
	9th	Thur		<i>Y10 GCSE Preliminary art examination day 2</i> 15:30 - 16:30 Y10 Science ES 15:30 - 16:30 English Excellence Club	17:00 - 18:00 Summer Show			18:15 - 19:30 CST Exec Board
	10th	Fri	12:30 Staff social event	<i>GL progress tests for Y7, 8 & 9 Eng, Ma and Sci ends</i>	08:45 - 09:15 Parents' Coffee Morning Drop-in 7 (Reading/Literacy) 12:15 - 16:40 Activities afternoon			
	11th	Sat		10:00 - 13:00 Y11 Intervention 31				
	12th	Sun	Big Question: What will be my legacy?					
38	13th	Mon	08:00 Staff breakfast 16:00 - 18:00 Leadership Group meeting 39		Leaders of Lunch Y9 all week Y7 - 10 Reward activities	Tasks for Week 38: □ Diarise new calendar dates □ Arrange handover meetings with appropriate leaders	Tasks for Week 38: □ The Great Throw out □ LV feedback 6 □ Mentoring/Assembly monitoring 3	
	14th	Tues	15:45 - 16:45 The Great Throw out					
	15th	Wed						
	16th	Thur						
	17th	Fri	12:15 Closure - last day of term		Summer Reading Challenge Non-uniform day 3			
	18th	Sat						
	19th	Sun						
	20th							
	21st							
	22nd							
	23rd							
	24th							
	25th							
	26th							
	27th							
	28th							