

# September 2020

Week	Date	Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Tasks	Senior Leader and Admin Tasks	Key MAT tasks and Governance Meetings
1	31st	Mon					
	1st	Tue	School closed to staff and students Access allowed for staff to plan and prepare		School closed to students	<b>Tasks for Week 1:</b> <input type="checkbox"/> Induct new staff in key processes (DPR, etc.)	<b>Tasks for Week 1:</b> <input type="checkbox"/> Year 7 Biometrics <input type="checkbox"/> New starter checklist inception (keys etc) <input type="checkbox"/> Probation form entries <input type="checkbox"/> Admin rotas in place <input type="checkbox"/> Whole school duty rotas in place <input type="checkbox"/> Send out Parents' welcome back letter <input type="checkbox"/> Send out school end time text <input type="checkbox"/> Check all Year 7 files and SIMS records <input type="checkbox"/> Staff medical and contact questionnaire update <input type="checkbox"/> Hand out Staff handbook <input type="checkbox"/> Issue all student timetables, diaries and contact details <input type="checkbox"/> Chase up all Year 7s who have not turned up to school <input type="checkbox"/> Send out a record of attendance for all staff <input type="checkbox"/> Quality assurance of LM <input type="checkbox"/> SCR checks <input type="checkbox"/> Capitation Check <input type="checkbox"/> Trust staffing meeting
	2nd	Wed	Staff Training Day 1 08:00 New Staff Breakfast with LG DPR Window 1 opens for all year groups		School closed to students		
	3rd	Thu	Staff Training Day 2 15:50-18:00 Leadership Group Meeting 1		School closed to students		
	4th	Fri	12:30 Staff Welcome Party		No activities Year 7 students only Year 7 Photographs Year 7 Biometrics		
	5th	Sat					
	6th	Sun	Big Question 1: What have we learnt from Lockdown?				
2	7th	Mon	08:10 Staff Briefing PMR commences 3.45-4.45 Team Around the Child (TAC) meeting	GL Progress tests English and Maths for Year 7, Year 8 & Year 9 commences Year 7 Baseline Tests commence 15:30-16:30 Year 11 English ES	All students return at 8.25 Year 11 Door Knocking commences		
	8th	Tue	15:45-16:45 Departmental Meeting 1 16:55-17:55 Professional Development Session 1	15:30-16:30 Year 11 Maths ES			
	9th	Wed		15:30-16:30 Year 11 Science ES	14:40-15:30 Year 7 & Year 9 Assembly		
	10th	Thu	15:50-18:00 Leadership Group Meeting 2	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly		
	11th	Fri	07.45-8.00 Coffee and croissant morning	Examination Appeals deadline (may be subject to change) Year 7 Baseline Tests 12:30-1:30 Year 11 MFL ES	Literacy focus: Roald Dahl Day 12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly		
	12th	Sat					
	13th	Sun					
3	14th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES		<b>Tasks for Week 3:</b> <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"/> Year 11 College references (Year 11 HOL)	<b>Tasks for Week 3:</b> <input type="checkbox"/> Check examination reports completed <input type="checkbox"/> SEF Update and Review 1 (LG) <input type="checkbox"/> Trust staffing meeting <input type="checkbox"/> Check Year 11 College reference checklist <input type="checkbox"/> Plan Christmas party
	15th	Tue	15:45-16:45 Year Teams 1 16:55-18:00 Optional Curriculum Meeting 1	15:30-16:30 Year 11 Maths ES			

	16th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 Maths X-cellecne 15:30-16:30 English X-cellecne	14:40-15:30 Year 7 & Year 9 Assembly			
	17th	Thu	15:50-18:00 Leadership Group Meeting 3	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly			
	18th	Fri	07:45-8:00 Coffee and croissant morning 12:35-14:30 Twilight 1 14:30-15:30 Twilight DPR 1	12:30-1:30 Year 11 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	19th	Sat						
	20th	Sun	Big Question 2: What is the new normal?					
4	21st	Mon	08:10 Staff Briefing 3:45-4:45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES		<b>Tasks for Week 4:</b> <input type="checkbox"/> Feedback Scrutiny 1 (SAF Focus) <input type="checkbox"/> Middle Leader Examination Analysis Meetings commence (HODs and Year 11 HOL) <input type="checkbox"/> Review DDP <input type="checkbox"/> GL Test Results <input type="checkbox"/> DPR Engagement Student Awards HOL <input type="checkbox"/> DPR engagement and assignment monitoring 1 (HODs)	<b>Tasks for Week 4:</b> <input type="checkbox"/> Middle Leader Examination Analysis Meetings commence (LG) <input type="checkbox"/> LSB Report due <input type="checkbox"/> DHTs meet with new staff <input type="checkbox"/> Trust staffing meeting	
	22nd	Tue	15:45-16:45 Departmental Meeting 2 16:55-17:55 Professional Development Session 2	15:30-16:30 Year 11 Maths ES				
	23rd	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14:40-15:30 Year 7 & Year 9 Assembly			
	24th	Thu	15:50 - 18:00 Leadership Group Meeting 4	15:30 - 16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly			
	25th	Fri	07:45-8:00 Coffee and croissant morning	<i>GL Progress tests English and Maths for Year 7, Year 8 &amp; Year 9 ends</i> 12:30-13:30 Year 11 MFL ES	9:00-10:00 Parent Coffee Morning 12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	26th	Sat						
	27th	Sun						
5	28th	Mon	08:10 Staff Briefing 3:45-4:45 Team Around the Child (TAC) meeting Year 11 College references and grades capture opens (SIMs)	15:30-16:30 Year 11 English ES <i>Year 11 Unit Focused Paper commences</i>		<b>Tasks for Week 5:</b> <input type="checkbox"/> Student File Check 1 <input type="checkbox"/> Checklist Check 1 <input type="checkbox"/> Trust staffing meeting		
	29th	Tue	16:55-18:00 Optional Curriculum Meeting 2	15:30-16:30 Year 11 Maths ES	16:30-19:00 Open Evening			
	30th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14:40-15:30 Year 7 & Year 9 Assembly			

## Notes

# October 2020

Week	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Tasks	Senior Leader and Admin Tasks	Key MAT and Governance Meetings
5	1st	Thu	15:50-18:00 Leadership Group Meeting 5	15:30-16:30 Year 11 Humanities ES	National Poetry Day Poetry Competition 14.40-15.30 Year 8 & Year 10 Assembly Black History Month commences		<input type="checkbox"/> Probation form entries <input type="checkbox"/> Review of temporary contracts/ variations for December <input type="checkbox"/> Capitation Check	18:15-19:30 TCS Local School Board
	2nd	Fri	07.45-8.00 Coffee and croissant morning	Unit Focused Paper ends Year 7, Year 8 & Year 9 12:30-13:30 Year 11 MFL ES	Snack Attack 1 12:45- 16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	3rd	Sat						
	4th	Sun	Big Question 3: Are we superheroes?					
6	5th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES	Year 11 Canary Wharf Visit 8.45-9.45 & 10.45-11.45 Open Morning Tours	Tasks for Week 6: <input type="checkbox"/> Environment Check 1 Site and (HODs)	Tasks for Week 6: <input type="checkbox"/> Feedback Scrutiny 1 (SAF Focus) <input type="checkbox"/> Safeguarding Children Report to be completed <input type="checkbox"/> SEND Results Analysis <input type="checkbox"/> Pathway 5 Provision Report <input type="checkbox"/> Y11 Review College references Year 11 (HOL) <input type="checkbox"/> Staff attendance trackers check <input type="checkbox"/> Trust staffing meeting	
	6th	Tue	15:45-16:45 Departmental Meeting 3	15:30-16:30 Year 11 Maths ES	8:45-9:45 Open Morning Tour 10:45-11:45 Open Morning Tour 16:30-17:30 MAS Parent Information Evening			
	7th	Wed	Year 11 College references and grades capture closes (SIMs)	15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	8:45-9:45 Open Morning Tour 10:45-11:45 Open Morning Tour 14:40-15:30 Year 7 & Year 9 Assembly			
	8th	Thu	15:50-18:00 Leadership Group Meeting 6	15:30-16:30 Year 11 Humanities ES 16:30-19:00 Careers Fair	8:45-9:45 Open Morning Tour 10:45-11:45 Open Morning Tour 14:40-15:30 Year 8 & Year 10 Assembly			18:15-19:30 Finance and Personnel Committee
	9th	Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES	8:45-9:45 Open Morning Tour 10:45-11:45 Open Morning Tour 12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	10th	Sat			Mental Health Day			
	11th	Sun						
7	12th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES HODs to submit Preliminary 1 Exam Entries to Exams Office		Tasks for Week 7: <input type="checkbox"/> Standardisation of DPR judgements and grades for Year 11	Tasks for Week 7: <input type="checkbox"/> Star of the Half Term 1 Nominations <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> DPR engagement and assignment analytics 1 <input type="checkbox"/> Trust staffing meeting	
	13rd	Tue	15:45-16:45 School Leaders 1 16:55-17:55 Professional Development Session 3 16:55-18:00 Optional Curriculum Meeting 3	15:30-16:30 Year 11 Maths ES				
	14th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14:40-15:30 Year 7 & Year 9 Assembly			
	15th	Thu	15:50-18:00 Leadership Group Meeting 7	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly			
	16th	Fri	07.45-8.00 Coffee and croissant morning 12.30 TLC Podcast	BTEC Sport Registrations deadline 12:30-13:30 Year 11 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	17th	Sat						
	18th	Sun	Big Question 4: If it's in my mind, is it true?					

8	19th	Mon	08:00 Staff Breakfast 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES <i>Pass Tests open (Year 7 - Year 10) (subject to change)</i>	Expressive Arts Week	<b>Tasks for Week 8:</b> <input type="checkbox"/> All trackers in place (HODs) <input type="checkbox"/> Behaviour Review 1 (HOL)	<b>Tasks for Week 8:</b> <input type="checkbox"/> SDP Check 4 <input type="checkbox"/> Check Trackers are in place (LG) <input type="checkbox"/> Middle Leader Examination Analysis meetings Enp <input type="checkbox"/> Environment Check Feedback 1 (Site) <input type="checkbox"/> Year 11 Learning Hub rotas and guidelines to LG <input type="checkbox"/> Quality assurance of LM <input type="checkbox"/> Schools' HR meeting TBC <input type="checkbox"/> Trust staffing meeting		
	20th	Tue	15:45-16:45 Departmental Meeting 4 16:55-17:55 Professional Development Session 4	15:30-16:30 Year 11 Maths ES	16:00-18:00 Year 7 Parents Information Evening (Year 7 Tutors only)				
	21st	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14.40-15.30 Year 7 & Year 9 Assembly				
	22nd	Thu	15:50-18:00 Leadership Group Meeting 8 PMR Review one opens	15:30-16:30 Year 11 Humanities ES	14.40-15.30 Year 8 & Year 10 Assembly				18:15-19:30 Exec Board
	23rd	Fri	07.45-8.00 Coffee and croissant morning	<i>Pass Tests (Year 7 - Year 10) end</i> 12:30-13:30 Year 11 MFL ES	Diversity Day 12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly				
	24th	Sat		09:00 - 12:00 Year 11 Intervention					
	25th	Sun							
H	26th	Mon		09:00 - 15:00 Year 11 Intervention					
	27th	Tue		09:00 - 15:00 Year 11 Intervention					
	28th	Wed		09:00 - 15:00 Year 11 Intervention					
	29th	Thu		09:00 - 15:00 Year 11 Intervention					
	30th	Fri		09:00 - 15:00 Year 11 Intervention					
	31st	Sat							

## Notes

# November 2020

Week	Date	Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Tasks	Senior Leader and Admin Tasks	Key MAT and Governance Meetings
	1st	Sun					
9	2nd	Mon	08:10 Staff Briefing	15:30-16:30 Year 11 English ES		<b>Tasks for Week 9:</b> <input type="checkbox"/> Attendance Review 1 (HOL)	<b>Tasks for Week 9:</b> <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"/> Safeguarding Children Report to LG <input type="checkbox"/> Meet with Chair of LSB to agree agenda <input type="checkbox"/> LSB Report due <input type="checkbox"/> Staff attendance trackers check <input type="checkbox"/> Capitation Check <input type="checkbox"/> Trust staffing meeting
	3rd	Tue	15:45-16:45 Year Teams 2 3.45-4.45 Team Around the Child (TAC) meeting 16:55-17:55 Professional Development Session 5 16:55-18:00 Optional Curriculum Meeting 4	15:30-16:30 Year 11 Maths ES			
	4th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14:40-15:30 Year 7 & Year 9 Assembly		
	5th	Thu	15:50-18:00 Leadership Group Meeting 9	15:30 - 16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly		
	6th	Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES	9.00-10.00 Parent Coffee Morning 12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly		
	7th	Sat		09:00-12:00 Year 11 Intervention			
	8th	Sun	Big Question 5: Is success hereditary?				
10	9th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES <i>Year 11 Preliminary 1 Exam Timetable published to staff and students</i>		<b>Tasks for Week 10:</b> <input type="checkbox"/> RAG DDP and Year 11 Underachievers Review (HOL) <input type="checkbox"/> RAG DDP and Data Review 1 (Year 11 only) <input type="checkbox"/> 3-Way Learning Year 11 Conversations (SAF Focus) 1 commence <input type="checkbox"/> SM MM Participation check 2 <input type="checkbox"/> DPR engagement and assignment monitoring 2	<b>Tasks for Week 10:</b> <input type="checkbox"/> RAG DDP and Year 11 Underachievers Review <input type="checkbox"/> RAG DDP and Data Review 1 (Year 11 only) <input type="checkbox"/> 3-Way Learning Year 11 Conversations (SAF Focus) 1 commence <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Attendance Review 1 Feedback (LG) <input type="checkbox"/> Trust staffing meeting
	10th	Tue	15:45-16:45 Departmental Meeting 5	15:30-16:30 Year 11 Maths ES			
	11th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14.40-15.30 Year 7 & Year 9 Assembly		
	12th	Thu	15:50-18:00 Leadership Group Meeting 10	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly		
	13th	Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES	World Kindness Day 12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly		
	14th	Sat		09:00-12:00 Year 11 Intervention			
	15th	Sun					
11	16th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES	Road Safety Week National anti bullying week	<b>Tasks for Week 11:</b> <input type="checkbox"/> Feedback Scrutiny 2 (SAF Focus)	<b>Tasks for Week 11:</b> <input type="checkbox"/> Equalities Survey <input type="checkbox"/> Inclusion Survey <input type="checkbox"/> Trust staffing meeting
	17th	Tue	15:45-16:45 Departmental Meeting 6 16:55-17:55 Professional Development Session 6 16:55-18:00 Optional Curriculum Meeting 5	15:30-16:30 Year 11 Maths ES <i>Drama GCSE Component 1 Exam Day 1</i>			
	18th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne <i>Drama GCSE Component 2 Exam Day 2</i>	14:40-15:30 Year 7 & Year 9 Assembly		

	19th	Thu	15:50-18:00 Leadership Group Meeting 11	15:30-16:30 Y11 Humanities ES	08:30-12:15 Year 10 14:40-15:30 Year 8 & Year 10 Assembly			
	20th	Fri	07:45-8:00 Coffee and croissant morning 12:35-14:30 Twilight 2 14:30-15:30 Twilight DPR 2	12:30-13:30 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	21st	Sat		09:00-12:00 Year 11 Intervention				
	22nd	Sun	Big Question 6: Does my past dictate my path?					
12	23rd	Mon	08:10 Staff Briefing 3:45-4:45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES Year 11 Preliminary 1 Examinations commence		Tasks for Week 12: <input type="checkbox"/> Student Interviews on Behaviour and Safety (HOL)	Tasks for Week 12: <input type="checkbox"/> RAG SDP <input type="checkbox"/> LAC Report <input type="checkbox"/> Library Report <input type="checkbox"/> Trust staffing meeting	
	24th	Tue	16:55-17:55 Professional Development Session 7 15:45-16:45 - Whole staff Meeting	15:30-16:30 Year 11 Maths ES	17:00-18:00 Year 12 Certificates Evening			
	25th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14:40-15:30 Year 7 & Year 9 Assembly			
	26th	Thu	15:50-18:00 Leadership Group Meeting 12	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly			18:15-19:30 Finance and Personnel Committee (MAT F&P)
	27th	Fri	07:45-8:00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	28th	Sat		09:00-12:00 Year 11 Intervention				
	29th	Sun						
13	30th	Mon	08:10 Staff Briefing 3:45-4:45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES  Creative Writing Competition (subject to change)		Tasks for Week 13: <input type="checkbox"/> Standardisation of DPR judgements and grades Year 7 - Year 10	Tasks for Week 13: <input type="checkbox"/> Office Efficiency Survey <input type="checkbox"/> Feedback Scrutiny 2 (SAF Focus) <input type="checkbox"/> Star of the Half Term 2 Nominations <input type="checkbox"/> ES Tracker <input type="checkbox"/> Staff Absence update <input type="checkbox"/> Pass Test Results <input type="checkbox"/> End of Term letter distributed to students <input type="checkbox"/> DPR engagement and assignment analytics 2 <input type="checkbox"/> Trust staffing meeting	

## Notes

## December 2020

Week	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Tasks	Senior Leader and Admin Tasks	Key MAT and Governance Meetings
13	1st	Tue	15:45-16:45 Departmental Meeting 7 16:55-17:55 Professional Development Session 8 16:55-18:00 Optional Curriculum Meeting 6	15:30-16:30 Year 11 Maths ES				
	2nd	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14:40-15:30 Year 7 & Year 9 Assembly Christmas Show			
	3rd	Thu	15:50-18:00 Leadership Group Meeting 13 New Staff Induction Day	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly			18:15-19:30 Exec Board
	4th	Fri	07:45-8:00 Coffee and croissant morning 12:30 TLC Podcast	Year 11 Preliminary 1 Examinations end 12:30-13:30 Year 11 MFL ES	Snack Attack 2 9:00-10:00 Parent Coffee Morning 12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	5th	Sat		09:00 - 12:00 Year 11 Intervention				
	6th	Sun	Big Question 7: What do I owe society?					
14	7th	Mon	08:00 Staff Breakfast 3:45-4:45 Team Around the Child (TAC) meeting	Exams Officer to update all exam policies and procedures	Charities Week 16:00-17:00 Christmas Concert	<b>Tasks for Week 14:</b> <input type="checkbox"/> MTPs shared <input type="checkbox"/> Behaviour Review 2 (HOL) <input type="checkbox"/> Standardisation of DPR Year 7 - Year 10	<b>Tasks for Week 14:</b> <input type="checkbox"/> SDP Check 2 <input type="checkbox"/> Coaches booked for School Visits day <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Staff attendance trackers check <input type="checkbox"/> Quality assurance of LM <input type="checkbox"/> Schools' HR meeting TBC <input type="checkbox"/> Capitation Check <input type="checkbox"/> Trust staffing meeting	
	8th	Tue	15:45-16:45 Departmental Meeting 8 16:55-17:55 Professional Development Session 9					
	9th	Wed	DPR Window 1 closes for Year 7 - Year 10		14:40-15:30 Year 7 & Year 9 Assembly			
	10th	Thu	MAT Christmas party 18:00-23:00		14:40-15:30 Year 8 & Year 10 Assembly			
	11th	Fri	07:45-8:00 Coffee and croissant morning 12:15 Closure - Last Day of Term 12:15 Staff Social Event		Christmas Jumper Day 12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly Master Mission Awards & Reward Assembly (Year 7 - Year 11)			
	12th	Sat						
	13th	Sun						
H	14th	Mon		09:00 - 15:00 Year 11 Intervention				
	15th	Tue		09:00 - 15:00 Year 11 Intervention				
	16th	Wed		09:00 - 15:00 Year 11 Intervention				
	17th	Thu		09:00 - 15:00 Year 11 Intervention				
	18th	Fri		09:00 - 15:00 Year 11 Intervention				
	19th	Sat						
H	20th	Sun						
	21st	Mon						
	22nd	Tue						
	23rd	Wed						
	24th	Thu						
Christmas Day								

			Boxing Day				
	27th	Sun					
H	28th	Mon					
	29th	Tue					
	30th	Wed					
	31st	Thu					

## Notes



# January 2021

Week	Date	Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Tasks	Senior Leader and Admin Tasks	Key MAT and Governance Meetings
New Year's Day							
H	2nd	Sat					
	3rd	Sun					
	4th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES <i>GCSE Examination Entries 2020 to examinations officer open</i>		<b>Tasks for Week 15:</b> <input type="checkbox"/> Attendance Review 2 (HOL) <input type="checkbox"/> Year 11 HOLs to ensure tutors are prepared for Flipped Parents Evening	<b>Tasks for Week 15:</b> <input type="checkbox"/> Overtime planning (SBM) <input type="checkbox"/> SCR Check 2 <input type="checkbox"/> All key deadlines for middle leaders added to calendar <input type="checkbox"/> New starters induction day <input type="checkbox"/> Probation form entries <input type="checkbox"/> Staff attendance trackers check <input type="checkbox"/> Behaviour Review Feedback 2 (LG) <input type="checkbox"/> Plan for Year 11 Parents' Evening <input type="checkbox"/> Quality assurance of LM <input type="checkbox"/> SCR checks <input type="checkbox"/> Capitation Check <input type="checkbox"/> Trust staffing meeting
5th	Tue	15:45-16:45 Departmental Meeting 9 16:55-17:55 Professional Development Session 10 16:55-18:00 Optional Curriculum Meeting 7	15:30-16:30 Year 11 Maths ES				
15	6th	Wed	DPR Window 2 closes for Year 11 only	15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14:40-15:30 Year 7 & Year 9 Assembly		
	7th	Thu	15:50-18:00 Leadership Group Meeting 14	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly		
	8th	Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly		
	9th	Sat		09:00-12:00 Year 11 Intervention			
	10th	Sun	Big Question 8: What makes a family?				
16	11th	Mon	08:10 Staff Briefing 12.30-14.30 PGCE Recruitment Drive 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES		<b>Tasks for Week 16:</b> <input type="checkbox"/> Year 7 - Year 10 Underachievers' Review (HOLs) <input type="checkbox"/> Data Review 1 (Year 10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 1 commence HOD <input type="checkbox"/> DPR engagement and assignment monitoring 3 (HODs)	<b>Tasks for Week 16</b> <input type="checkbox"/> Safeguarding Update <input type="checkbox"/> GRC1 Check 2 <input type="checkbox"/> Attendance Review 2 Feedback (LG) <input type="checkbox"/> Data Review 1 (Year 10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 1 commence (LG) <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Meet with Chair of LSB to agree agenda <input type="checkbox"/> Induction check <input type="checkbox"/> Trust staffing meeting
	12th	Tue	15:45-16:45 School Leaders 2	15:30-16:30 Year 11 Maths ES			
	13th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	Year 10 Stratford Trip 14:40-15:30 Year 7 & Year 9 Assembly		
	14th	Thu	15:50 - 18:00 Leadership Group Meeting 15	15:30-16:30 Year 11 Humanities ES	Year 10 Stratford Trip 14:40-15:30 Year 8 & Year 10 Assembly Aspirations Day		
	15th	Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly		
	16th	Sat		09:00-12:00 Year 11 Intervention			
	17th	Sun					
17	18th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES		<b>Tasks for Week 17:</b> <input type="checkbox"/> Feedback Scrutiny 3 (SAF Focus) <input type="checkbox"/> Data Review 2 (Year 11 only) <input type="checkbox"/> RAG DDP Commences HOD and HOL Year 11 <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 2 commence HOD <input type="checkbox"/> DPR Engagement Student Awards HOL <input type="checkbox"/> Year 10 HOLs to ensure tutors are prepared for Flipped Parents Evenings	<b>Tasks for Week 17:</b> <input type="checkbox"/> Calendar formatting for 2021-22 commences <input type="checkbox"/> SEF Update and Review 2 (LG) <input type="checkbox"/> Year 11 Underachievers' Review <input type="checkbox"/> Data Review 2 (Year 11 only) <input type="checkbox"/> RAG DDP commences HOD and HOL Year 11 <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 2 commence (LG) <input type="checkbox"/> Plan for Year 10 Parents' Evening <input type="checkbox"/> Trust staffing meeting
	19th	Tue		15:30-16:30 Year 11 Maths ES	16:30 - 19:00 Year 11 Parents Evening		
	20th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14:40-15:30 Year 7 & Year 9 Assembly		
	21st	Thu	15:50 - 18:00 Leadership Group Meeting 16	15:30 - 16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly Year 10 Spelling Bee		
	22nd	Fri	07.45-8.00 Coffee and croissant morning 12:35-14:30 Twilight 3 14:30-15:30 Twilight DPR 3	GCSE Exams Entries 2021 to Exams Officer closes 12:30-13:30 Year 11 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly		

	23rd	Sat		09:00 - 12:00 Year 11 Intervention				
	24th	Sun	Big Question 9: Is religion the cause of conflict or peace?					
18	25th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES		Tasks for Week 18:	Tasks for Week 18: <input type="checkbox"/> RAG SDP <input type="checkbox"/> Student File Check 2 <input type="checkbox"/> Checklist Check 2 <input type="checkbox"/> EAL Progress Report <input type="checkbox"/> LSB Report due <input type="checkbox"/> Plan for Year 8 Parents' Evening <input type="checkbox"/> Trust staffing meeting	
	26th	Tue	15:45-16:45 Departmental Meeting 10 16:55-17:55 Professional Development Session 11 16:55-18:00 Optional Curriculum Meeting 8	15:30-16:30 Year 11 Maths ES				
	27th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14:40-15:30 Year 7 & Year 9 Assembly			
	28th	Thu	15:50-18:00 Leadership Group Meeting 17	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly			
	29th	Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES	9.00-10.00 Parent Coffee Morning Snack Attack 3 12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	30th	Sat		09:00 - 12:00 Year 11 Intervention				
	31st	Sun						

## Notes

## February 2021

Week	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	
19	1st	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES	Year 11 DP Unit 2 Central London	<b>Tasks for Week 19:</b> <input type="checkbox"/> Environment Check 2 (Site and HODs) <input type="checkbox"/> Year 8 HOL to ensure tutors are prepared for Flipped Parents Evenings <input type="checkbox"/> SM MM Participation Check 3	<b>Tasks for Week 19:</b> <input type="checkbox"/> Star of the Half Term 3 Nominations <input type="checkbox"/> Feedback Scrutiny 3 (SAF Focus) <input type="checkbox"/> DPR engagement and assignment analytics 3 <input type="checkbox"/> Probation form entries <input type="checkbox"/> Trust staffing meeting <input type="checkbox"/> Review of temporary contracts/variations for April <input type="checkbox"/> Staff attendance trackers check <input type="checkbox"/> PMRs for teachers <input type="checkbox"/> Capitation Check		
	2nd	Tue		15:30-16:30 Year 11 Maths ES	16:30-19:00 Year 10 Parents Evening				
	3rd	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellence 15:30-16:30 Maths X-cellence	Children's Mental Health Week 14:40-15:30 Year 7 & Year 9 Assembly				
	4th	Thu	15:50-18:00 Leadership Group Meeting 18	15:30-16:30 Year 11 Humanities ES	(UKMT Challenge) 14:40-15:30 Year 8 & Year 10 Assembly				18:15-19:30 TCS Local School Board
	5th	Fri	07.45-8.00 Coffee and croissant morning 12.30 TLC Podcast	12:30-13:30 Year 11 MFL ES	JP Speak Out Challenge 12:45-16:30 Activities afternoon				
	6th	Sat		09:00 - 12:00 Year 11 Intervention					
	7th	Sun	Big Question 10: Are we labels or people?						
20	8th	Mon	08:00 Staff Breakfast 3.45-4.45 Team Around the Child (TAC) meeting	15:30- 16:30 Year 11 English ES <i>Year 11 Preliminary 2 Exam Timetable published to staff and students</i>	Year 10 Work Experience week	<b>Tasks for Week 20:</b> <input type="checkbox"/> Examination Skills Tracker Review <input type="checkbox"/> Behaviour Review 3 (HOL)	<b>Tasks for Week 20</b> <input type="checkbox"/> Trips day planning <input type="checkbox"/> SDP Check 3 <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Quality assurance of LM <input type="checkbox"/> Schools' HR meeting TBC <input type="checkbox"/> Trust staffing meeting		
	9th	Tue	15:45 - 16:45 Departmental Meeting 11 16:55-17:55 Professional Development Session 12 16:55-18:00 Optional Curriculum Meeting 9	15:30-16:30 Year 11 Maths ES	Safer Internet Day 2021				
	10th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellence 15:30-16:30 Maths X-cellence	Year 11 Coast Trip 14:40-15:30 Year 7 & Year 9 Assembly				18:15-19:30 Finance and Personnel Committee
	11th	Thu	15:50 - 18:00 Leadership Group Meeting 19	15:30-16:30 Year 11 Humanities ES	Year 11 Coast Trip 14:40-15:30 Year 8 Assembly				
	12th	Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES	12:45 - 16:30 Activities afternoon 12:15-12:30 Year 11 Assembly				
	13th	Sat		09:00 - 12:00 Year 11 Intervention					
	14th	Sun							
H	15th	Mon		09:00 - 15:00 Year 11 Intervention					
	16th	Tue		09:00 - 15:00 Year 11 Intervention					
	17th	Wed		09:00 - 15:00 Year 11 Intervention					
	18th	Thu		09:00 - 15:00 Year 11 Intervention					
	19th	Fri		09:00 - 15:00 Year 11 Intervention					
	20th	Sat		09:00 - 15:00 Year 11 Intervention					
	21st	Sun							
21	22nd	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting PMR Review 1 opens	15:30-16:30 Year 11 English ES	Spring Readathon commences	<b>Tasks for Week 21:</b> <input type="checkbox"/> Attendance Review 3 (HOL)	<b>Tasks for Week 21:</b> <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)		
	23rd	Tue		15:30-16:30 Year 11 Maths ES	16:30-19:00 Year 8 Parents and Options Evening				

24th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellence 15:30-16:30 Maths X-cellence	Year 8 Options Submissions open 14:40-15:30 Year 7 & Year 9 Assembly Year 9 Spelling Bee		<input type="checkbox"/> Behaviour Review Feedback 3 <input type="checkbox"/> Quality assurance of LM <input type="checkbox"/> Trust staffing meeting	
25th	Thu	15:50-18:00 Leadership Group Meeting 20	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly			18:15-19:30 Exec Board
26th	Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES	9.00-10.00 Parent Coffee Morning 12:45-16.30 Activities afternoon 12:15-12:30 Year 11 Assembly			
27th	Sat		09:00 - 12:00 Year 11 Intervention				
28th	Sun	Big Question 11: Does my online world affect my real world?					

## Notes

# March 2021

Week	Date		Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT Dates
22	1st	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES <i>Year 11 Preliminary 2 Examinations commences</i>		<b>Tasks for Week 22:</b> <input type="checkbox"/> DPR engagement and assignment monitoring 4 (HODs)	<b>Tasks for Week 22:</b> <input type="checkbox"/> End of Term letter preparation commences <input type="checkbox"/> Attendance Review 3 Feedback (LC) <input type="checkbox"/> Meet with chair of LSB to agree <input type="checkbox"/> LSB Report due <input type="checkbox"/> Trust staffing meeting <input type="checkbox"/> Plan for Year 9 Parents' Evening <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Staff attendance trackers check <input type="checkbox"/> Capitation Check	
	2nd	Tue	15:45-16:45 Departmental Meeting 22	15:30-16:30 Year 11 Maths ES				
	3rd	Wed		15:30-16:30 Year 11 Science 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	9:00-12:00 School Leaders' Open Morning 14:40-15:30 Year 7 & Year 9 Assembly			
	4th	Thu	15:50-18:00 Leadership Group Meeting 21	15:30-16:30 Year 11 Humanities ES	World Book Day 14:40-15:30 Year 8 & Year 10 Assembly			
	5th	Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	6th	Sat		09:00 - 12:00 Year 11 Intervention				
	7th	Sun						
23	8th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES	British Science Week	<b>Tasks for Week 23:</b> <input type="checkbox"/> Timetable Subjects Loadings to HODs <input type="checkbox"/> Feedback Scrutiny 4 (SAF Focus) <input type="checkbox"/> Year 9 HOL to ensure tutors are prepared for Flipped Parents Evenings	<b>Tasks for Week 23:</b> <input type="checkbox"/> SEND Progress Report including Pathway S <input type="checkbox"/> Trust staffing meeting	
	9th	Tue	15:45-16:45 Year Teams 3 16:55-17:55 Professional Development Session 13 16:55-18:00 Optional Curriculum Meeting 10	15:30-16:30 Year 11 Maths ES				
	10th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14:40-15:30 Year 7 & Year 9 Assembly			
	11th	Thu	15:50-18:00 Leadership Group Meeting 22	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly			
	12th	Fri	07.45-8.00 Coffee and croissant morning 12:35-14:20 Twilight 4 14:20-15:20 Twilight DPR 4	<i>Year 11 Preliminary 2 Examinations end</i> 12:30-1:30 Year 11 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	13th	Sat		09:00 - 12:00 Year 11 Intervention				
	14th	Sun	Big Question 12: How can I protect myself?					
24	15th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES		<b>Tasks for Week 24:</b> <input type="checkbox"/> MTPs shared <input type="checkbox"/> Standardisation of DPR Year 11	<b>Tasks for Week 24</b> <input type="checkbox"/> Staff Handbook and Calendar <input type="checkbox"/> Checklist Incepted and circulated <input type="checkbox"/> Visa sponsorship applications <input type="checkbox"/> Trust staffing meeting	
	16th	Tue	15:45-16:45 Departmental Meeting 13 16:55-17:55 Professional Development Session 14	15:30-16:30 Year 11 Maths ES				
	17th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne				
	18th	Thu	15:50 - 18:00 Leadership Group Meeting 23	15:30-16:30 Year 11 Humanities ES				
	19th	Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES	Snack Attack 4 12:45-16:30 Activities afternoon			
	20th	Sat		09:00 - 12:00 Year 11 Intervention				
	21st	Sun						
25	22nd	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES <i>Year 10 Preliminary Examinations commence for core subjects only</i> <i>Year 11 GCSE Timetable published for website</i>		<b>Tasks for Week 25:</b> <input type="checkbox"/> SM MM Participation Check 4	<b>Tasks for Week 25:</b> <input type="checkbox"/> Star of the Half Term 4 Nominations <input type="checkbox"/> Feedback Scrutiny 4 (SAF Focus) <input type="checkbox"/> RAG SDF <input type="checkbox"/> DPR engagement and assignment analytics 4 <input type="checkbox"/> Trust staffing meeting	

	23rd	Tue		15:30-16:30 Year 11 Maths ES	16:30-19:00 Year 9 Parents Evening			
	24th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellence 15:30-16:30 Maths X-cellence	14:40-15:30 Year 7 & Year 9 Assembly			
	25th	Thu	New Staff Induction Day 15:50-18:00 Leadership Group Meeting 24	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly Year 8 Spelling Bee			18:15-19:30 Exec Board
	26th	Fri	07.45-8.00 Coffee and croissant morning 12.30 TLC Podcast	<i>Year 10 Preliminary Examinations end</i> 12:30-13:30 Year 11 MFL ES	9.00-10.00 Parent Coffee Morning 12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly <i>Spring Readathon ends</i>			
	27th	Sat		09:00 - 12:00 Year 11 Intervention				
	28th	Sun	Big Question 13: Can yes ever mean no?					
26	29th	Mon	08:00 Staff Breakfast 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES <i>Year 11 GCSE Examination Timetable to students</i>		Tasks for Week 26: <input type="checkbox"/> Behaviour Review 4 (HOL) <input type="checkbox"/> Standardisation of DPR Year 11	Tasks for Week 26: <input type="checkbox"/> New calendar first draft <input type="checkbox"/> Handbook check <input type="checkbox"/> SDP Check 4 <input type="checkbox"/> Quality assurance of LM <input type="checkbox"/> End of Term letter distributed to students <input type="checkbox"/> Schools' HR meeting TBC <input type="checkbox"/> Trust staffing meeting	
	30th	Tue	15:45-16:45 Departmental Meeting 14	15:30-16:30 Year 11 Maths ES				
	31st	Wed	DPR 3 Window Closes for Year 11	15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellence 15:30-16:30 Maths X-cellence	Easter Music Competition 14:40-15:30 Year 7 & Year 9 Assembly			

## Notes

# April 2021

Week			Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT Dates	
26	1st	Thu	12:15 Closure - Last Day of Term 12:15 Staff Social Event		14:40-15:30 Year 8 & Year 10 Reward Assembly (Year 7 - Year 11)				
	2nd	Fri	National Autism Day		Good Friday				
	3rd	Sat		09:00 - 12:00 Year 11 Intervention					
	4th	Sun							
H	5th	Mon	Easter Monday						
	6th	Tue		09:00 - 15:00 Year 11 Intervention					
	7th	Wed		09:00 - 15:00 Year 11 Intervention					
	8th	Thu		09:00 - 15:00 Year 11 Intervention					
	9th	Fri		09:00 - 15:00 Year 11 Intervention					
	10th	Sat							
	11th	Sun							
H	12th	Mon		09:00 - 15:00 Year 11 Intervention	Ramadan commences				
	13th	Tue		09:00 - 15:00 Year 11 Intervention					
	14th	Wed		09:00 - 15:00 Year 11 Intervention					
	15th	Thu		09:00 - 15:00 Year 11 Intervention					
	16th	Fri							
	17th	Sat		09:00 - 12:00 Year 11 Intervention					
	18th	Sun							
27	19th	Mon	08:10 Staff Briefing 3:45-4:45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES <i>French and Spanish Speaking exams begins</i>		<b>Tasks for Week 27:</b> <input type="checkbox"/> Standardisation of DPR Year 7 - Year 10 <input type="checkbox"/> Attendance Review 4 (HOL) <input type="checkbox"/> Year 7 HOL to ensure tutors are prepared for Flipped Parents Evenings <input type="checkbox"/> Start prestigious colleges process <input type="checkbox"/> New starters induction day <input type="checkbox"/> LTP update starts	<b>Tasks for Week 27:</b> <input type="checkbox"/> Staff Survey (SDP) <input type="checkbox"/> Student Survey (SDP) <input type="checkbox"/> Staff Absence Update <input type="checkbox"/> End of Year Checklist Incepted <input type="checkbox"/> Food Survey <input type="checkbox"/> SCR Check 3 <input type="checkbox"/> Behaviour Review Feedback 4 (LG) <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Probation form entries <input type="checkbox"/> Plan for Year 7 Parents' Evening <input type="checkbox"/> Quality assurance of LM <input type="checkbox"/> Staff attendance trackers check <input type="checkbox"/> SCR checks <input type="checkbox"/> Capitation Check <input type="checkbox"/> Trust staffing meeting	<b>Tasks for Term 3:</b> <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	
	20th	Tue	15:45-16:45 Departmental Meeting 15 16:55 - 17:55 Professional Development Session 15 16:55-18:00 Optional Curriculum Meeting 11	15:30-16:30 Year 11 Maths ES					
	21st	Wed	DPR Window 2 closes for Year 7 - Year 10	15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	14:40-15:30 Year 7 & Year 9 Assembly				
	22nd	Thu	15:50-18:00 Leadership Group Meeting 25	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly				
	23rd	Fri	07:45-8:00 Coffee and croissant morning	<i>French and Spanish Speaking exams ends</i> 12:30-13:30 Year 11 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly				
	24th	Sat		09:00 - 12:00 Year 11 Intervention					
	25th	Sun	Big Question 14: What are the biggest threats to our world?						
28	26th	Mon	08:10 Staff Briefing 3:45-4:45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES		<b>Tasks for Week 28:</b> <input type="checkbox"/> Proposed set lists to HOD's from Office	<b>Tasks for Week 28:</b> <input type="checkbox"/> GRC1 Check 3		

						<ul style="list-style-type: none"> <li><input type="checkbox"/> Data Review 3 (Year 11 only)</li> <li><input type="checkbox"/> RAG DDP commences (HOD and HOL Year 11)</li> <li><input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 3 commence HOD</li> <li><input type="checkbox"/> HOL Year 7 to ensure tutors are prepared for Flipped Parents Evenings</li> <li><input type="checkbox"/> DPR engagement and assignment monitoring 5 (HODs)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Year 11 Examinations checklist incepted</li> <li><input type="checkbox"/> Attendance Review 4 Feedback (LG)</li> <li><input type="checkbox"/> Data Review 3 (Year 11 only)</li> <li><input type="checkbox"/> RAG DDP Commences (HOD and HOL Year 11)</li> <li><input type="checkbox"/> Staff Absence Meeting</li> <li><input type="checkbox"/> Induction check</li> <li><input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 31 commence (LG)</li> <li><input type="checkbox"/> LSB Report due</li> <li><input type="checkbox"/> Trust staffing meeting</li> </ul>
27th	Tue	15:45-16:45 School Leaders 3 16:55-17:55 Professional Development Session 16	15:30-16:30 Year 11 Maths ES	16:30-18:00 Year 11 Parents Forum			
28th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellence 15:30-16:30 Maths X-cellence	14:40-15:30 Year 7 & Year 9 Assembly			
29th	Thu	15:50-18:00 Leadership Group Meeting 26	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly			
30th	Fri	07:45-8:00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES <i>Year 11 GCSE Exam Rota published to staff</i>	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			

## Notes



# May 2021

Week	Date	Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT Dates	
H	1st Sat		09:00 - 15:00 Year 11 Intervention					
	2nd Sun							
	3rd Mon	Early May Bank Holiday (May Day)						
29	4th Tue	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES 15:30-16:30 Year 11 Maths ES	16:30-19:00 Year 7 Parents Evening	<b>Tasks for Week 29:</b> <input type="checkbox"/> Proposed Set Lists to HODS from Data Manager <input type="checkbox"/> Year 7 - Year 10 Underachievers' Review (HOLs) <input type="checkbox"/> Data Review 2 (Year 10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 2 commence HOD <input type="checkbox"/> DPR Engagement Student Awards (HOL) <input type="checkbox"/> Feedback Scrutiny 5 (SAF Focus)	<b>Tasks for Week 29:</b> <input type="checkbox"/> Staff School Improvement Survey <input type="checkbox"/> SEF Update and Review 3 (LG) <input type="checkbox"/> Year 7 - Year 10 Underachievers' Review HOL <input type="checkbox"/> Data Review 2 (Year 10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 2 commence (LG) <input type="checkbox"/> Meet with chair of LSB to agree agenda <input type="checkbox"/> Wellbeing/workload meeting <input type="checkbox"/> Capitation Check <input type="checkbox"/> Trust staffing meeting		
	5th Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 Maths X-cellecne 15:30-16:30 English X-cellecne <i>External examinations commence</i>	14.40-15.30 Year 7 & Year 9 Assembly				
	6th Thu	15:50-18:00 Leadership Group Meeting 27	15:30-16:30 Year 11 Humanities <i>Year 11 GCSE Art Examination Day 1</i>	14.40-15.30 Year 8 & Year 10 Assembly				18:15-19:30 TCS Local School Board
	7th Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 11 MFL ES <i>Year 11 GCSE Art Examination Day 2</i>	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly				
	8th Sat		09:00 - 15:00 Year 11 Intervention					
	9th Sun	Big Question 15: How can I save lives?						
30	10th Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES	Head student applications open	<b>Tasks for Week 30:</b> <input type="checkbox"/> SDP Ideas in LM <input type="checkbox"/> SM MM Participation Check 5	<b>Tasks for Week 30:</b> <input type="checkbox"/> Star of the Half Term 5 Nominations <input type="checkbox"/> School Census Return <input type="checkbox"/> Student File Check 3 <input type="checkbox"/> Checklist Check 3 <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Staff attendance trackers check <input type="checkbox"/> Trust staffing meeting		
	11th Tue	15:45-16:45 Departmental Meeting 16	15:30-16:30 Year 11 Science ES 15:30-16:30 Year 11 Maths ES 15:30-16:30 English X-cellecne	Ramadan ends				
	12th Mon	Eid-UL-Fitr - School Closed						
	13th Thu	15:50-18:00 Leadership Group Meeting 28	15:30-16:30 Year 11 Humanities ES	Mental Health Awareness Week 14:40-15:30 Year 8 & Year 10 Assembly				
	14th Fri	07.45-8.00 Coffee and croissant morning 12:35-14:20 Twilight 5 14:20-15:20 Twilight DPR 5	12:30-13:30 Year 11 MFL ES	Snack Attack 5 9.00-10.00 Parent Coffee Morning 12:15-16:30 Activities afternoon 12:45-12:30 Year 11 Assembly				
	15th Sat		09:00 - 15:00 Year 11 Intervention					
16th Sun								
31	17th Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES	Charities Week	<b>Tasks for Week 31:</b> <input type="checkbox"/> Environment Check 3 (Site and HODS) <input type="checkbox"/> SDP Check 5 <input type="checkbox"/> Feedback Scrutiny 5 (SAF Focus) <input type="checkbox"/> Year 11 Learning Hub ends <input type="checkbox"/> Team Report <input type="checkbox"/> Leadership Group Conference Plan <input type="checkbox"/> DPR engagement and assignment analytics 5 <input type="checkbox"/> Trust staffing meeting			
	18th Tue	15:45-16:45 Year Teams 4 16:55-17:55 Professional Development Session 17 15:50-16:50 Optional Curriculum Meeting 12	15:30-16:30 Year 11 Maths ES	16:30-17:30 MAS Parent Information Evening				
	19th Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellecne 15:30-16:30 Maths X-cellecne	Head student applications close 14:40-15:30 Year 7 & Year 9 Assembly				

					Year 7 Spelling Bee				
	20th	Thu	15:50-18:00 Leadership Group Meeting 29	15:30-16:30 Year 11 Humanities ES	14:40-15:30 Year 8 & Year 10 Assembly			18:15-19:30 Finance and Personnel Committee	
	21st	Fri	07.45-8.00 Coffee and croissant morning 12.30 TLC Podcast	12:30-13:30 Year 11 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly				
	22nd	Sat		9:00 - 15:00 Year 11 Intervention					
	23rd	Sun	Big Question 16: What's in a smile?						
32	24th	Mon	08:00 Staff Breakfast 3.45-4.45 Team Around the Child (TAC) meeting		16:00-17:00 Music on a Summer's Evening	<b>Tasks for Week 32:</b> <input type="checkbox"/> SM MM Participation Check 6 <input type="checkbox"/> Behaviour Review 5 (HOL) <input type="checkbox"/> Option loading to be reviewed Monday 24th May 2021	<b>Tasks for Week 32:</b> <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"/> Plan for Year 10 Parents' Evening: Preparing for Year 11 <input type="checkbox"/> Quality assurance of LM <input type="checkbox"/> Schools' HR meeting TBC <input type="checkbox"/> Option loading to be reviewed Monday 24th May 2021 <input type="checkbox"/> Trust staffing meeting		
	25th	Tue							
	26th	Wed			14:40-15:30 Year 7 & Year 9 Assembly				
	27th	Thu	15:50-18:00 Leadership Group Meeting 30		14:40-15:30 Year 8 & Year 10 Assembly				18:15-19:30 Exec Board
	28th	Fri	07.45-8.00 Coffee and croissant morning		12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly				
	29th	Sat							
	30th	Sun							
H	31st	Mon		09:00 - 15:00 Year 11 Intervention					

## Notes

## June 2021

Week	Date	Staff Meeting, CPD and DPR	Examinations and Interventions	Students and Families	Middle Leader Monitoring	Senior Leader Tasks and Monitoring	Key MAT Dates	
H	1st	Tue		09:00 - 15:00 Year 11 Intervention				
	2nd	Wed		09:00 - 15:00 Year 11 Intervention				
	3rd	Thu		09:00 - 15:00 Year 11 Intervention				
	4th	Fri		09:00 - 15:00 Year 11 Intervention				
	5th	Sat						
	6th	Sun						
33	7th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES		<b>Tasks for Week 33:</b> <input type="checkbox"/> MTPs shared for new academic year <input type="checkbox"/> Standardisation of DPR Year 7 - Year 10 <input type="checkbox"/> Draft timetable circulated to HODs for checking <input type="checkbox"/> Year 11 gain time activities start <input type="checkbox"/> Attendance Review 5 (HOL)	<b>Tasks for Week 33:</b> <input type="checkbox"/> RAG SDP <input type="checkbox"/> Final calendar circulated <input type="checkbox"/> Office Efficiency Survey <input type="checkbox"/> School Census Deadline <input type="checkbox"/> Environment Check Feedback 3 (Site) <input type="checkbox"/> Review GDPR Procedures <input type="checkbox"/> Probation form entries <input type="checkbox"/> Review of temporary contracts/variations for August <input type="checkbox"/> Prepare next year's attendance tracker <input type="checkbox"/> Staff attendance trackers check <input type="checkbox"/> PMRs for support staff <input type="checkbox"/> Behaviour Review Feedback 5 (LG) <input type="checkbox"/> Quality assurance of LM <input type="checkbox"/> LAC Report <input type="checkbox"/> EAL Progress Report <input type="checkbox"/> Capitation Check <input type="checkbox"/> Trust staffing meeting <input type="checkbox"/> Trust HR policy reviews	
	8th	Tue	15:45-16:45 Staff Meeting 16:55-17:55 Professional Development Session 18	15:30-16:30 Year 11 Maths ES				
	9th	Wed		15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellence 15:30-16:30 Maths X-cellence	Year 9 Stratford Trip 14:40-15:30 Year 7 & Year 9 Assembly			
	10th	Thu	15:50-18:00 Leadership Group Meeting 31 PMR Review 2 opens	15:30-16:30 Year 11 Humanities ES	Year 9 Stratford Trip 14:40-15:30 Year 8 & Year 10 Assembly			
	11th	Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 10 MFL ES	12:45 - 16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	12th	Sat						
	13th	Sun	Big Question 17: When is it ok to be extreme?					
34	14th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 11 English ES		<b>Tasks for Week 34:</b> <input type="checkbox"/> Feedback Scrutiny 6 (SAF Focus) <input type="checkbox"/> DPR engagement and assignment monitoring 6 (HODs)	<b>Tasks for Week 34:</b> <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 <input type="checkbox"/> Attendance Review 5 Feedback (LG) <input type="checkbox"/> LSB Report due <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Trust staffing meeting	
	15th	Tue	15:45-16:45 Departmental Meeting 17	15:30-16:30 Year 11 Maths ES	17:00-18:00 Year 10 Parents Evening: Preparing for Year 11			
	16th	Wed		15:30-16:30 Year 11 Statistics ES 15:30-16:30 Year 11 Science ES 15:30-16:30 English X-cellence 15:30-16:30 Maths X-cellence	9:00-12:00 School Leaders' Open Morning 14:40-15:30 Year 7 & Year 9 Assembly 16:00 Celebration			
	17th	Thu	Leadership Group Meeting 32	15:30-16:30 Year 11 Humanities ES Year 11 GCSE ES finishes	14:40-15:30 Year 8 & Year 10 Assembly			
	18th	Fri	07.45-8.00 Coffee and croissant morning	12:30-13:30 Year 10 MFL ES Year 10 Exam Skills commence	9:00-10:00 Parent Coffee Morning 12:45 - 16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	19th	Sat						
20th	Sun							

35	21st	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting			<b>Tasks for Week 35:</b> <input type="checkbox"/> Standardisation of DPR Year 7 - Year 10	<b>Tasks for Week 35:</b> <input type="checkbox"/> Review Health and Safety procedures <input type="checkbox"/> Meet chair of LSB to agree agenda <input type="checkbox"/> Safeguarding training for staff check <input type="checkbox"/> Review statutory risk assessments <input type="checkbox"/> Trust staffing meeting	18:15-19:30 TCS Local School Board
	22nd	Tue	16:55-17:55 Professional Development Session 19		UKMT Junior			
	23rd	Wed			14:40-15:30 Year 7 & Year 9 Assembly 16:30-19:00 Year 6 Parents Transition Evening			
	24th	Thu	15:50-18:00 Leadership Group Meeting 33		Transition Day for New Year 6 09.00-15:00 14:40-15:30 Year 8 & Year 10 Assembly			
	25th	Fri	Leadership Group conference 07.45-8.00 Coffee and croissant morning 12:35-14:20 Twilight 6 14:20-15:20 Twilight DPR 6	<i>External examinations end</i> 12:30-13:30 Year 10 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly			
	26th	Sat	Leadership Group conference					
	27th	Sun	Big Question 18: What's British about British Values?					
36	28th	Mon	08:10 Staff Briefing 3.45-4.45 Team Around the Child (TAC) meeting	15:30-16:30 Year 10 English ES		<b>Tasks for Week 36:</b> <input type="checkbox"/> Year 7 - Year 10 Underachievers' Review (HOL) <input type="checkbox"/> LTP update ends <input type="checkbox"/> Arrange handover meetings with appropriate leaders	<b>Tasks for Week 36:</b> <input type="checkbox"/> Feedback Scrutiny 6 (SAF Focus) <input type="checkbox"/> SDP Check 6 <input type="checkbox"/> 14:50 - 15:20 School Visits Briefing <input type="checkbox"/> Trust staffing meeting	
	29th	Tue	15:45-16:45 New Year Teams 16:55-17:55 Professional Development Session 21	<i>Year 9 GCSE Preliminary Art Examination Day 1</i> 15:30-16:30 Year 10 Maths ES	18:00-19:30 School Production			
	30th	Wed		15:30-16:30 Year 10 Science ES <i>Year 9 GCSE Preliminary Art Examination Day 2</i>	14:40-15:30 Year 7 & Year 9 Assembly 16:00-17:30 School Production			

## Notes

## July 2021

Week	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	Thu	New Staff Induction Day 15:50-18:00 Leadership Group Meeting 34	15:30-16:30 Year 10 Humanities ES	13:00-15:30 Spelling Bee final 14:40-15:30 Year 8 & Year 10 Assembly		<input type="checkbox"/> Preparation of Induction packs	18:15-19:30 Finance and Personnel Committee	
	2nd	Fri	07:45-8.00 Coffee and croissant morning	12:30-13:30 Year 10 MFL ES	12:45-16:30 Activities afternoon 12:15-12:30 Year 11 Assembly				
	3rd	Sat							
	4th	Sun							
37	5th	Mon	08:10 Staff Briefing 3:45-4:45 Team Around the Child (TAC) meeting	15:30-16:30 Year 10 English ES		<b>Tasks for Week 37:</b> <input type="checkbox"/> Behaviour Review 6 (HOL) <input type="checkbox"/> Data Review 3 (Year 10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 3 commence HOD	<b>Tasks for Week 37:</b> <input type="checkbox"/> Star of the Half Term 6 Nominations <input type="checkbox"/> Plan for summer results day publicity <input type="checkbox"/> DPR engagement and assignment analytics 6 <input type="checkbox"/> Data Review 3 (Year 10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 3 commence (LG) <input type="checkbox"/> Year 7 - Year 10 Underachievers' Review (LG) <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Staff attendance trackers check <input type="checkbox"/> LTP update scrutiny <input type="checkbox"/> Arrangement of scanning leaver personnel files <input type="checkbox"/> Capitation Check <input type="checkbox"/> Prepare packs for staff training days in September (confirm personal and medical information) <input type="checkbox"/> Trust staffing meeting		
	6th	Tue	15:45-16:45 School Leaders 4 16:55-17:55 Professional Development Session 22 16:55-18.00 Optional Curriculum Meeting 13	15:30-16:30 Year 10 Maths ES	Summer Show Primary Performance				
	7th	Wed		Year 10 GCSE Preliminary Art Examination Day 1 15:30-16:30 Year 10 Science ES	Year 10 Coast Trip Summer Show Performance 14:40-15:30 Year 7 & Year 9 Assembly				
	8th	Thu	15:50-18:00 Leadership Group Meeting 35	Year 10 GCSE Preliminary Art Examination Day 2 15:30-16:30 Year 10 Humanities ES	Year 10 Coast Trip 14:40-15:30 Year 8 & Year 10 Assembly 12:00-13:00 Spelling Bee BBQ				18:15-19:30 Exec Board
	9th	Fri	07:45-8.00 Coffee and croissant morning 12:30 TLC Podcast	12:30-13:30 Year 10 MFL ES GL Progress tests for Year 7, Year 8 & Year 9 English, Maths and Science ends	9.00-10.00 Parent Coffee Morning 12:45 - 16:30 Activities afternoon 12:15-12:30 Year 11 Assembly 19:00 - 23:00 Year 11 Prom				
	10th	Sat							
	11th	Sun	Big Question 19: How do I want to be remembered?						
38	12th	Mon	08:10 Staff Briefing 3:45-4:45 Team Around the Child (TAC) meeting			<b>Tasks for Week 38:</b> <input type="checkbox"/> Diarise new calendar dates	<b>Tasks for Week 38:</b> <input type="checkbox"/> Behaviour Review Feedback 6 (LG) <input type="checkbox"/> End of Term letter distributed to students <input type="checkbox"/> Quality assurance of LM <input type="checkbox"/> Schools' HR meeting TBC <input type="checkbox"/> Review of HR checklists/trackers <input type="checkbox"/> Trust staffing meeting		
	13th	Tue			17.00-19.00 Awards Evening				
	14th	Wed			Whole school trip day				
	15th	Thu	15:50-18:00 Leadership Group Meeting 36 (Offsite)		Sports day				
	16th	Fri	07:45-8.00 Coffee and croissant morning 14:00 Staff Social Event		12:45-16:30 Activities afternoon				
	17th	Sat							
	18th	Sun							
39	19th	Mon	08:00 Staff Breakfast			<b>Tasks for Week 39:</b> <input type="checkbox"/> The Great Throwout	<b>Tasks for Week 39:</b> <input type="checkbox"/> The Great Throwout		

			(No Meetings) 15:50-16:50 The Great Throwout					
	20th	Tue	3:30pm Closure - Last Day of Term		End of Term Assemblies (Year 7 - Year 10)			
	21st	Wed						
	22nd	Thu						
	23rd	Fri						
	24th	Sat						
	25th	Sun						
H	26th	Mon						
	27th	Tue						
	28th	Wed						
	29th	Thu						
	30th	Fri						
	31st	Sat						