

September 2020

W	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	HNS Value 1: We strive to become exceptional learners				
	1st	Tue	School closed to students Access allowed for LG / Open to staff for personal planning/prep Support staff preparation day 12.30 Leadership Meeting @	School closed to students	Tasks for Week 1: <input type="checkbox"/> Induct new staff in key processes (DPR, etc.)	Tasks for Week 1: <input type="checkbox"/> Year 7 Biometrics <input type="checkbox"/> New starter checklist inception (keys etc) <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 Y7 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 Y7s who have not turned up to school <input type="checkbox"/> Send out a record of attendance for all staff	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 to LSBs <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"/> 2019 - 20 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 <input type="checkbox"/> Check up to DBS
	2nd	Wed	Staff Training Day 1 08:00 Staff Breakfast with LG DPR Window 1 opens for all year groups	School closed to students			
	3rd	Thu	Staff Training Day 2 15:20 - 18:00 Leadership Group Meeting 1	School closed to students			
	4th	Fri	12:30 Staff Welcome Party	Year 7 students only - Behaviour/DPR training Year 7 Photographs Year 7 Biometrics Year 7 Computer Access Survey No afternoon activities			
	5th	Sat					
6th	Sun	HNS Value 1: We strive to become exceptional learners					
2	7th	Mon	08:10 Staff Briefing PMR commences	<i>GL Progress tests English and Maths for Y7, 8 & 9 commences</i> <i>Y7 Baseline Tests commence</i> 15:50 - 16:50 Y11 English ES	Students staggered return Biometrics 7-11	Tasks for Week 2: <input type="checkbox"/> Examination Results Analysis Report Commences (HOD) <input type="checkbox"/> New DDP <input type="checkbox"/> Discuss budget and capitation with LM <input type="checkbox"/> Results reflection (HODs and HOL Y11) <input type="checkbox"/> Sort Leaders of Lunch <input type="checkbox"/> HoL review exam appeals <input type="checkbox"/> Ensure Exam Appeals Signed	Tasks for Week 2: <input type="checkbox"/> Diarise and plan for Middle Leader examination analysis meetings <input type="checkbox"/> Overtime planning <input type="checkbox"/> Discuss new SDP <input type="checkbox"/> Discuss new targets <input type="checkbox"/> SCR Check 1 <input type="checkbox"/> LG to meet new staff <input type="checkbox"/> All LM meetings scheduled in Google Calendar <input type="checkbox"/> Arrange afternoon activities <input type="checkbox"/> GL Test administered 2020 <input type="checkbox"/> Meet with Chair of LSB to agree agenda
	8th	Tue	15:10 - 16:10 Departmental Meeting 1 16:10 - 17:10 Professional Development Session 1	15:00 - 16:00 Y11 Maths ES			
	9th	Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES			
	10th	Thu	15:50 - 18:00 Leadership Group Meeting 2	15:00 - 16:00 Y11 Humanities ES			
	11th	Fri		<i>Examination Appeals deadline (may be subject to change)</i> <i>Y7 Baseline Tests</i>	12:30 - 16:00 Activities afternoon		
	12th	Sat					
13th	Sun	HNS Value 2: We have high expectations					
3	14th	Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES	Tasks for Week 3: <input type="checkbox"/> Commence work on Departmental Trackers (HODs) <input type="checkbox"/> Examination Results Analysis Report Ends (HOD)	Tasks for Week 3: <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 <input type="checkbox"/> LSB papers due <input type="checkbox"/> Plan Christmas party	
	15th	Tue	15:10 - 16:10 Whole Staff Meeting 1	15:00 - 16:00 Y11 Maths ES			
	16th	Wed	16:00 - 17:00 Optional Curriculum Leaders 1	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES			
	17th	Thu	15:20 - 18:00 Leadership Group Meeting 3	15:00 - 16:00 Y11 Humanities ES			
	18th	Fri	12:30 - 15:30 Twilight 1				12:30 - 16:00 Activities afternoon
	19th	Sat					
20th	Sun	HNS Value 3: We act quickly (3)					

4	21st	Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES		Tasks for Week 4: <input type="checkbox"/> Y11 DPR Analytics focus <input type="checkbox"/> Feedback Scrutiny 1 (SAF Focus) <input type="checkbox"/> Middle Leader Examination Analysis Meetings Commence (HODs and Y11 HOL) <input type="checkbox"/> Y11 College References (Y11 HOL) <input type="checkbox"/> Review DDP <input type="checkbox"/> GL Test Results <input type="checkbox"/> DPR Engagement Student Awards (HOL)	Tasks for Week 4: <input type="checkbox"/> Middle Leader Examination Analysis Meetings Commence (LG) <input type="checkbox"/> GL Test Results
	22nd	Tue	15:10 - 16:10 Departmental Meeting 2 16:10 - 17:10 Professional Development Session 2	15:00 - 16:00 Y11 Maths ES			
	23rd	Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES			
	24th	Thu	15:20 - 18:00 Leadership Group Meeting 4	15:00 - 16:00 Y11 Humanities ES			
	25th	Fri		GL Progress tests English and Maths for Y7, 8 & 9 ends	12:30 - 16:00 Activities afternoon		
	26th	Sat					
	27th	Sun	HNS Value 4: We don't waste time				
5	28th	Mon	08:10 Staff Briefing Y11 College Tutors' References and Grades captured in SIMS opens	15:50 - 16:50 Y11 English ES Year 11 Unit Focused Paper Commences		Tasks for Week 5: <input type="checkbox"/> Y7 and Y10 DPR Analytics focus <input type="checkbox"/> Optional Line Management Week <input type="checkbox"/> Snack Attack 1 <input type="checkbox"/> Assignment Quality Check 1	Tasks for Week 5: <input type="checkbox"/> Arrange half term intervention timetable <input type="checkbox"/> Optional Line Management Week <input type="checkbox"/> Student File Check 1 <input type="checkbox"/> Checklist Check 1
	29th	Tue	15:10 - 16:10 Whole Staff Meeting 2	15:00 - 16:00 Y11 Maths ES	16:30 - 17:30 MAS Parent Information Evening		
	30th	Wed	16:00 - 17:00 Optional Curriculum Leaders 2	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES			

Notes

October 2020

W	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	15:00 - 16:00 Y11 Humanities ES	Black History Month commences National Poetry Day Poetry Competition	Black History Month		
	2nd Fri		<i>Unit Focused Paper Ends Y11</i>	12:30 - 16:00 Activities afternoon			
	3rd Sat						
	4th Sun	HNS Value 5: We try new things					
6	5th Mon	08:10 Staff Briefing Y11 College References and Grades captured in SIMS Opens	15:50 - 16:50 Y11 English ES		Tasks for Week 6 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"/> 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)	
	6th Tue	15:10 - 16:10 Departmental Meeting 3	15:00 - 16:00 Y11 Maths ES				18:15 - 19:30 CST Finance and Personnel Committee
	7th Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES				18:15 - 19:30 HNS Local School Board
	8th Thu	15:20 - 18:00 Leadership Group Meeting 6	15:00 - 16:00 Y11 Humanities ES				
	9th Fri			08:45 - 09:15 Parents' Coffee Morning Drop-in 1 (Theme Y7 Parents) 12:30 - 16:00 Activities afternoon			
	10th Sat						
11th Sun	HNS Value 6: We do what's right						
7	12th Mon	08:10 Staff Briefing	<i>HODs to submit Preliminary 1 Exam Entries to Exams Office</i> 15:50 - 16:50 Y11 English ES		Tasks for Week 7: <input type="checkbox"/> Y8 and Y9 DPR Analytics focus <input type="checkbox"/> Standardisation of DPR Y11 Judgements and Grades for Y11 <input type="checkbox"/> Assignment Analytics 1	Tasks for Week 7: <input type="checkbox"/> Star of the Half Term Nominations 1 <input type="checkbox"/> Assignment Analytics 1 <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> EAL testing and timetable adjustments ready for new half term	
	13th Tue	15:10 - 16:10 School Leaders 1 16:10 - 17:10 Professional Development Session 3	15:00 - 16:00 Y11 Maths ES	17:00 - 19:30 Year 6 Open Evening			
	14th Wed	DPR Window 1 closes for Y11 only 16:00 - 17:00 Optional Curriculum Leaders 3	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES	09:00 - 12:00 Y6 Open Morning			
	15th Thu	15:20 - 18:00 Leadership Group Meeting 7	15:00 - 16:00 Y11 Humanities ES	09:00 - 12:00 Y6 Open Morning			
	16th Fri		Y11 College References and Grades captured in SIMS Close	12:30 - 16:00 Activities afternoon World Food Day 2020			
	17th Sat						
	18th Sun	HNS Value 7: We strive for accuracy					
8	19th Mon	08:00 Staff Breakfast	15:50 - 16:50 Y11 English ES <i>Pass Tests Open (Y7 - Y10) (subject to change)</i>		Tasks for Week 8: <input type="checkbox"/> All trackers in place (HODs)	Tasks for Week 8: <input type="checkbox"/> SDP Check 1 <input type="checkbox"/> Check Trackers are in Place (LG) <input type="checkbox"/> Middle Leader Examination Analysis meetings End <input type="checkbox"/> Environment Check Feedback 1 (Site) <input type="checkbox"/> Y11 Learning Hub Rotas and Guidelines to LG <input type="checkbox"/> Behaviour Review 1 (HOL) <input type="checkbox"/> Master Mission Awards assemblies (HOL) <input type="checkbox"/> Office processes check 1	
	20th Tue	15:10 - 16:10 Whole Staff Meeting 3 16:10 - 17:10 Professional Development Session 4	15:50 - 16:50 Y11 Maths ES	17:00 - 18:00 Y7 Parents Information Evening			
	21st Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES				
	22nd Thu	15:20 - 18:00 Leadership Group Meeting 8	15:00 - 16:00 Y11 Humanities ES				18:15 - 19:30 Exec Board
	23rd Fri	PMR ends	<i>Pass Tests (Y7 - Y10) end</i>	12:30 - 16:00 Activities afternoon			
	24th Sat		09:00 - 12:00 Y11 Intervention				
	25th Sun						

H	26th	Mon		09:00 - 15:00 Y11 Intervention				
	27th	Tue		09:00 - 15:00 Y11 Intervention				
	28th	Wed		09:00 - 15:00 Y11 Intervention				
	29th	Thu		09:00 - 15:00 Y11 Intervention				
	30th	Fri		09:00 - 15:00 Y11 Intervention				
	31st	Sat						

Notes

November 2020

W	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	HNS Value 9: We respond positively to feedback					
9	2nd Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES	Creative Writing Comp	Tasks for Week 9: <input type="checkbox"/> Y7 and Y11 DPR Analytics focus <input type="checkbox"/> Attendance Review 1 (HOL) <input type="checkbox"/> Assignment Quality Check 2	Tasks for Week 9: <input type="checkbox"/> Newsletter Preparation starts <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	
	3rd Tue	15:10 - 16:10 Departmental Meeting 4 16:10 - 17:10 Professional Development Session 5	15:00 - 16:00 Y11 Maths ES				
	4th Wed	16:00 - 17:00 Optional Curriculum Leaders 4	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES				
	5th Thu	15:20 - 18:00 Leadership Group Meeting 9	15:00 - 16:00 Y11 Humanities ES				
	6th Fri			12:30 - 16:00 Activities afternoon			
	7th Sat		09:00 - 12:00 Y11 Intervention				
	8th Sun	HNS Value 10: We work together to improve our community					
10	9th Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES Y11 Preliminary 1 Exam Timetable published to staff and students	17.00 - 18.00 Year 11 Post 16 Information event	Tasks for Week 10: <input type="checkbox"/> RAG DDP and Y11 Underachievers Review (HOL) <input type="checkbox"/> Discuss budget and capitation with LM <input type="checkbox"/> RAG DDP and Data Review 1 (Y11 only) HODs <input type="checkbox"/> 3-Way Learning Y11 Conversations (SAF Focus) 1 commence (HOD) <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Attendance Review 1 Feedback (LG) <input type="checkbox"/> LSB papers due	Tasks for Week 10: <input type="checkbox"/> RAG DDP and Y11 Underachievers Review (HOL) <input type="checkbox"/> RAG DDP and Data Review 1 (Y11 only) HODs <input type="checkbox"/> 3-Way Learning Y11 Conversations (SAF Focus) 1 commence (HOD) <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Attendance Review 1 Feedback (LG) <input type="checkbox"/> LSB papers due	
	10th Tue	15:10 - 16:10 Whole Staff Meeting 4	15:50 - 16:50 Y11 Maths ES				
	11th Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES				
	12th Thu	15:20 - 18:00 Leadership Group Meeting 10	15:00 - 16:00 Y11 Humanities ES				
	13th Fri			12:30 - 16:00 Activities afternoon			
	14th Sat		09:00 - 12:00 Y11 Intervention				
	15th Sun	HNS Value 10: We work together to improve our community					
11	16th Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES	Road Safety Week	Tasks for Week 11: <input type="checkbox"/> Y8 and Y9 DPR Analytics focus <input type="checkbox"/> Feedback Scrutiny 2 (SAF Focus)	Tasks for Week 11: <input type="checkbox"/> Equalities Survey <input type="checkbox"/> Inclusion Survey <input type="checkbox"/> Assignment Quality Check 2	
	17th Tue	15:10 - 16:10 Departmental Meeting 5 16:10 - 17:10 Professional Development Session 6	15:00 - 16:00 Y11 Maths ES				
	18th Wed	16:00 - 17:00 Optional Curriculum Leaders 5	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES				
	19th Thu	15:20 - 18:00 Leadership Group Meeting 11	15:00 - 16:00 Y11 Humanities ES				
	20th Fri	12:30 - 15:30 Twilight 2		12:30 - 16:00 Activities afternoon			
	21st Sat		09:00 - 12:00 Y11 Intervention				
	22nd Sun	HNS Value 5: We try new things					
12	23rd Mon	08:10 Staff Briefing	Y11 Preliminary 1 Examinations commence 15:50 - 16:50 Y11 English ES		Tasks for Week 12: <input type="checkbox"/> Y7 and Y10 DPR Analytics focus <input type="checkbox"/> Optional Line Management Week 2 <input type="checkbox"/> Student Interviews on Behaviour and Safety (HOL)	Tasks for Week 12: <input type="checkbox"/> Optional Line Management Week 2 <input type="checkbox"/> RAG SDF <input type="checkbox"/> LAC Report <input type="checkbox"/> Library Report	
	24th Tue	15:10 - 16:10 Whole Staff Meeting 5 16:10 - 17:10 Professional Development Session 7	15:00 - 16:00 Y11 Maths ES	17:00 - 18:00 Y12 Certificates Evening			

	25th	Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES					
	26th	Thu	15:20 - 18:00 Leadership Group Meeting 13	15:00 - 16:00 Y11 Humanities ES	Careers Fair				
	27th	Fri			12:30 - 16:00 Activities afternoon				
	28th	Sat		09:00 - 12:00 Y11 Intervention					
	29th	Sun	HNS Value 3: We act quickly						
13	30th	Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES		Tasks for Week 13: <input type="checkbox"/> Snack Attack 2 <input type="checkbox"/> Assignment Analytics 2 <input type="checkbox"/> Standardisation of DPR Y7-10	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 Nominations 2 <input type="checkbox"/> ES Tracker <input type="checkbox"/> Staff Absence Update <input type="checkbox"/> EAL testing and timetable adjustments ready for new half term <input type="checkbox"/> Assignment Analytics 2 <input type="checkbox"/> Pass Test Results <input type="checkbox"/> End of Term Letter Distributed to Students		

Notes

December 2020

W	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	15:10 - 16:10 Departmental Meeting 6 16:10 - 17:10 Professional Development Session 8	15:00 - 16:00 Y11 Maths ES			
	2nd	Wed	16:00 - 17:00 Optional Curriculum Meeting 6	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES			
	3rd	Thu	15:20 - 18:00 Leadership Group Meeting 14	15:00 - 16:00 Y11 Humanities ES			18:15 - 19:30 Exec Board
	4th	Fri	12:30 onwards: Staff Meal and Social Event	Y11 Preliminary 1 Examinations end	08:45 - 09:15 Parents' Coffee Morning Drop-in 2 (Post-16 Focus) 12:30 - 16:00 Activities afternoon		
	5th	Sat		09:00 - 12:00 Y11 Intervention			
	6th	Sun	HNS Value 2: We have high expectations				
14	7th	Mon	08:00 Staff Breakfast	Exams Officer to update all Exam Policies and Procedures	Charities Week 18.00 - 19.00 Christmas Concert	Tasks for Week 14: <input type="checkbox"/> Year 11 DPR Analytics focus <input type="checkbox"/> Behaviour Review 2 (HOL) <input type="checkbox"/> Standardisation of DPR Y11 <input type="checkbox"/> Rewards Assemblies	Tasks for Week 14: <input type="checkbox"/> SDP Check 2 <input type="checkbox"/> Coaches Booked for School Visits Day <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Office processes check 2
	8th	Tue	15:10 - 16:10 Whole Staff Meeting 6 16:55 - 17:55 Professional Development Session 9				
	9th	Wed	DPR Window 1 closes for Y7 - 10				
	10th	Thu	MAT Christmas party 18:00 - 23:00				
	11th	Fri	12:30 Closure - Last Day of Term 12:45 Staff Social Event		Rewards Assemblies Poetry Recital Final Non-uniform Day 1 Christmas Jumper Day		
	12th	Sat					
	13th	Sun					
H	14th	Mon		09:00 - 15:00 Y11 Intervention			
	15th	Tue		09:00 - 15:00 Y11 Intervention			
	16th	Wed		09:00 - 15:00 Y11 Intervention			
	17th	Thu		09:00 - 15:00 Y11 Intervention			
	18th	Fri		09:00 - 15:00 Y11 Intervention			
	19th	Sat					
H	20th	Sun					
	21st	Mon					
	22nd	Tue					
	23rd	Wed					
	24th	Thu					
	25th	Fri	Christmas Day				
26th	Sat	Boxing Day					
H	27th	Sun					
	28th	Mon					
	29th	Tue					
	30th	Wed					
	31st	Thu					

Notes

January 2021

W	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	
H	1st	Fri	New Year's Day					
	2nd	Sat						
	3rd	Sun	HNS Value 8: We are kind					
15	4th	Mon	08:10 Staff Briefing	<i>GCSE Examination Entries 2021 to Examinations Officer open</i> 15:50 - 16:50 Y11 English ES		Tasks for Week 15: <input type="checkbox"/> Y9 and Y10 DPR Analytics focus <input type="checkbox"/> Attendance Review 2 (HOL) <input type="checkbox"/> Y11 Parents Evening preparation	Tasks for Week 15: <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"/> Behaviour Review Feedback 2 (LG) <input type="checkbox"/> Y11 Parents' Evening preparation	Tasks for Term 2a: <input type="checkbox"/> Transition Review <input type="checkbox"/> Audit Report <input type="checkbox"/> SEN Update <input type="checkbox"/> LAC Report <input type="checkbox"/> Safeguarding Update <input type="checkbox"/> Financial Dashboard Check <input type="checkbox"/> Monitoring Processes Check <input type="checkbox"/> SMSC / British Values Update <input type="checkbox"/> CPD Evaluation <input type="checkbox"/> SDP / SEF Update 2 <input type="checkbox"/> School Census Report <input type="checkbox"/> SCR Check 2
	5th	Tue	15:10 - 16:10 Whole Staff Meeting 7 16:10 - 17:10 Professional Development Session 10	15:00 - 16:00 Y11 Maths ES				
	6th	Wed	DPR Window 2 closes for Y11 only 16:00 - 17:00 Optional Curriculum Leaders 7	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES				
	7th	Thu	15:20 - 18:00 Leadership Group Meeting 16	15:00 - 16:00 Y11 Humanities ES				
	8th	Fri			08:45 - 09:15 Parents' Coffee Morning Drop-in 3 (Work Experience Focus) 12:30 - 16:00 Activities afternoon			
	9th	Sat		09:00 - 12:00 Y11 Intervention				
	10th	Sun	HNS Value 4: We don't waste time					
16	11th	Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES		Tasks for Week 16: <input type="checkbox"/> Y7-10 Underachievers' Review (HOLs) <input type="checkbox"/> Discuss budget and capitation with LM <input type="checkbox"/> Data Review 1 (Y10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 1 commence (HOD)	Tasks for Week 16 <input type="checkbox"/> Safeguarding Update <input type="checkbox"/> GRC1 Check 2 <input type="checkbox"/> Attendance Review Feedback 2 (LG) <input type="checkbox"/> Data Review 1 (Y10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 1 commence (LG) <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Meet with Chair of LSB to agree agenda	
	12th	Tue	15:10 - 16:10 School Leaders 2	15:00 - 16:00 Y11 Maths ES				
	13th	Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES				
	14th	Thu	15:20 - 18:00 Leadership Group Meeting 17	15:00 - 16:00 Y11 Humanities ES				
	15th	Fri			12:30 - 16:00 Activities afternoon			
	16th	Sat		09:00 - 12:00 Y11 Intervention				
	17th	Sun	HNS Value 6: We do what's right					
17	18th	Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES		Tasks for Week 17: <input type="checkbox"/> Feedback Scrutiny 3 (SAF Focus) <input type="checkbox"/> Assignment Quality Check 3 <input type="checkbox"/> Data Review 2 (Y11 only) <input type="checkbox"/> RAG DDP Commences HOD and HOL Year 11 <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 2 commence (HOD) <input type="checkbox"/> DPR Engagement Student Awards (HOL) <input type="checkbox"/> Y10 Parents Evening preparation	Tasks for Week 17: <input type="checkbox"/> Calendar formatting for 2021-22 commences <input type="checkbox"/> SEF Update and Review 2 (LG) <input type="checkbox"/> Y11 Underachievers' Review <input type="checkbox"/> Data Review 2 (Y11 only) <input type="checkbox"/> RAG DDP Commences HOD and HOL Year 11 <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 2 commence (LG) <input type="checkbox"/> LSB papers due <input type="checkbox"/> Y10 Parents Evening preparation	
	19th	Tue	No meeting	15:00 - 16:00 Y11 Maths ES	16:30 - 19:00 Y11 Parents Evening			
	20th	Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES				
	21st	Thu	15:20 - 18:00 Leadership Group Meeting 18	15:00 - 16:00 Y11 Humanities ES				
	22nd	Fri	12:30 - 15:30 Twilight 3	<i>GCSE Exams Entries 2021 to Exams Officer closes</i>	12:30 - 16:00 Activities afternoon			
	23rd	Sat		09:00 - 12:00 Y11 Intervention				
	24th	Sun	HNS Value 9: We respond positively to feedback					
18	25th	Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES		Tasks for Week 18: Y7 and Y10 DPR Analytics focus <input type="checkbox"/> Snack Attack 3 <input type="checkbox"/> Optional Line Management Week 8		
	26th	Tue	15:10 - 16:10 Departmental Meeting 7 16:10 - 17:10 Professional Development Session 11	15:00 - 16:00 Y11 Maths ES		<input type="checkbox"/> RAG SDP <input type="checkbox"/> Student File Check 2 <input type="checkbox"/> Checklist Check 2		

27th	Wed	16:00 - 17:00 Optional Curriculum Leaders 8	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES					
28th	Thu	15:20 - 18:00 Leadership Group Meeting 19	15:00 - 16:00 Y11 Humanities ES					
29th	Fri			08:45 Parents' Coffee Morning Drop-in 4 12:30 - 16:00 Activities afternoon		<input type="checkbox"/> Assignment Quality Check <input type="checkbox"/> EAL Progress Report		
30th	Sat		09:00 - 12:00 Y11 Intervention					
31st	Sun	HNS Values 1: We strive to become exceptional learners						

Notes

February 2021

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		
19	1st	Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES	LGBTQ month	Tasks for Week 19: <input type="checkbox"/> Environment Check 2 (Site and HODs) <input type="checkbox"/> Assignment Analytics 3 <input type="checkbox"/> Y8 Parents Evening preparation	Tasks for Week 19: <input type="checkbox"/> Star of the Half Term Nominations 3 <input type="checkbox"/> Feedback Scrutiny 3 (SAF Focus) <input type="checkbox"/> Assignment Analytics 3 <input type="checkbox"/> Y8 Parents Evening preparation <input type="checkbox"/> Equality/LGBTQ PSHE prep <input type="checkbox"/> EAL testing and timetable adjustments ready for new half term		
	2nd	Tue	No meetings	15:00 - 16:00 Y11 Maths ES	16:30 - 19:00 Y10 Parents Evening			Tasks for Week 20: <input type="checkbox"/> Y8 and Y9 DRP Analytics focus <input type="checkbox"/> Examination Skills Tracker Review <input type="checkbox"/> Behaviour Review 3 (HOL) <input type="checkbox"/> Discuss budget and capitation with LM	Tasks for Week 20 <input type="checkbox"/> Trips day planning <input type="checkbox"/> SDP Check 3 commences <input type="checkbox"/> Phonics and Social Skills Report <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Office processes check 3
	3rd	Wed		15:50 - 16:50 Y11 Maths ES 16:50 - 17:50 Y11 MFL ES					
	4th	Thu	15:20 - 18:00 Leadership Group Meeting 20	15:00 - 16:00 Y11 Humanities ES	UKMT Challenge (Intermediate) (subject to change)				
	5th	Fri			Public Speaking Competition 12:30 - 16:00 Activities afternoon				
	6th	Sat		09:00 - 12:00 Y11 Intervention					
	7th	Sun	HNS Value 7: We strive for accuracy						
20	8th	Mon	08:00 Staff Breakfast	15:50 - 16:50 Y11 English ES Y11 Preliminary 2 Exams Timetable published to staff and students		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)		
	9th	Tue	15:10 - 16:10 Whole Staff meeting 8 16:10 - 17:10 Professional Development Session 12	15:00 - 16:00 Y11 Maths ES	Safer Internet Day 2021				
	10th	Wed	16:00 - 17:00 Optional Curriculum Leaders 9	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES					
	11th	Thu	15:20 - 18:00 Leadership Group Meeting 21	15:00 - 16:00 Y11 Humanities ES					
	12th	Fri			12:30 - 16:00 Activities afternoon				
	13th	Sat		09:00 - 12:00 Y11 Intervention					
	14th	Sun							
H	15th	Mon		09:00 - 15:00 Y11 Intervention					
	16th	Tue		09:00 - 15:00 Y11 Intervention					
	17th	Wed		09:00 - 15:00 Y11 Intervention					
	18th	Thu		09:00 - 15:00 Y11 Intervention					
	19th	Fri		09:00 - 15:00 Y11 Intervention					
	20th	Sat		09:00 - 15:00 Y11 Intervention					
	21st	Sun	HNS Value 9: We respond positively to feedback						
21	22nd	Mon	08:10 Staff Briefing PMR Review 1 opens (for teachers only)	15:50 - 16:50 Y11 English ES		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)		
	23rd	Tue	No meetings	15:00 - 16:00 Y11 Maths ES	16:30 - 19:00 Y8/9 Parents and Options Evening				
	24th	Wed		15:50 - 16:50 Y11 Maths ES 16:50 - 17:50 Y11 MFL ES	Options Submissions Open				
	25th	Thu	15:20 - 18:00 Leadership Group Meeting 22	15:00 - 16:00 Y11 Humanities ES					
	26th	Fri			12:30 - 16:00 Activities afternoon				
	27th	Sat		09:00 - 12:00 Y11 Intervention					
	28th	Sun	HNS Value 3: We act quickly						

Notes

March 2021

W	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	15:50 - 16:50 Y11 English ES <i>Y11 Preliminary 2 Examinations Commences</i>	National Careers Week	Tasks for Week 22: <input type="checkbox"/> Y11 and Y8 DPR Analytics focus <input type="checkbox"/> Assignment Quality Check 4	Tasks for Week 22: <input type="checkbox"/> Newsletter Preparation starts <input type="checkbox"/> End of Term Letter Preparation Commences <input type="checkbox"/> Attendance Review 3 Feedback (LG)	
	2nd Tue	15:10 - 16:10 Departmental Meeting 8	15:00 - 16:00 Y11 Maths ES				
	3rd Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES	9:00 - 12:00 School Leaders' Open Morning (FG)			
	4th Thu	15:20 - 18:00 Leadership Group Meeting 23	15:00 - 16:00 Y11 Humanities ES	World Book Day			
	5th Fri			12:30 - 16:00 Activities afternoon			
	6th Sat		09:00 - 12:00 Y11 Intervention				
	7th Sun	HNS Value 6: We do what's right					
23	8th Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES	British Science Week <input type="checkbox"/> Timetable Subjects 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 <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Y9 Parents Evening preparation	Tasks for Week 23: <input type="checkbox"/> Y9 Parents' Evening preparation	
	9th Tue	15:10 - 16:10 Whole Staff Meeting 9 16:10 - 17:10 Professional Development Session 13	15:00 - 16:00 Y11 Maths ES				
	10th Wed	16:00 - 17:00 Optional Curriculum Leaders 10	15:50 - 15:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES				18:15 - 19:30 CST Finance and Personnel Committee
	11th Thu	15:20 - 18:00 Leadership Group Meeting 24	15:00 - 16:00 Y11 Humanities ES				18:15 - 19:30 Local School Board
	12th Fri	12:30 - 15:30 Twilight 4	Y11 Preliminary 2 Examinations end	12:30 - 16:00 Activities afternoon			
	13th Sat		09:00 - 12:00 Y11 Intervention				
	14th Sun	HNS Value 8: We are kind					
24	15th Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES		Tasks for Week 24: <input type="checkbox"/> Y8 and Y10 DPR Analytics focus <input type="checkbox"/> Optional Line Management Week 4 <input type="checkbox"/> Snack Attack 4 <input type="checkbox"/> Standardisation of DPR Y11	Tasks for Week 24: <input type="checkbox"/> Optional Line Management Week 4 <input type="checkbox"/> Staff Handbook and Calendar Checklist Incepted and Circulated <input type="checkbox"/> End of Term Letter Distributed to students	
	16th Tue	15:10 - 16:10 Departmental Meeting 9 16:10 - 17:10 Professional Development Session 14	15:00 - 16:00 Y11 Maths ES				
	17th Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES				
	18th Thu	15:20 - 18:00 Leadership Group Meeting 25	15:00 - 16:00 Y11 Humanities ES				
	19th Fri			12:30 - 16:00 Activities afternoon			
	20th Sat		09:00 - 12:00 Y11 Intervention				
	21st Sun	HNS Value 7: We strive for accuracy					
25	22nd Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES <i>Y10 Preliminary Examinations commence for core subjects only</i> <i>Y11 GCSE Timetable Published for Website</i>		Tasks for Week 25: <input type="checkbox"/> Assignment Analytics 4	Tasks for Week 25: <input type="checkbox"/> Star of the Half Term Nominations 4 <input type="checkbox"/> Feedback Scrutiny 4 (SAF Focus) <input type="checkbox"/> RAG SDF <input type="checkbox"/> Assignment Analytics 4 <input type="checkbox"/> EAL testing and timetable adjustments ready for new half term	
	23rd Tue	No meetings	15:00 - 16:00 Y11 Maths ES	16:30 - 19:00 Y9 Parents Evening			
	24th Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES				
	25th Thu	15:20 - 18:00 Leadership Group Meeting 26	15:00 - 16:00 Y11 Humanities ES				18:15 - 19:30 Exec Board
	26th Fri		Y10 Preliminary Examinations end	08:45 - 09:15 Parents' Coffee			

					Morning Drop-in 5 (Preparing for exams) 12:30 - 16:00 Activities afternoon				
	27th	Sat		09:00 - 12:00 Y11 Intervention					
	28th	Sun	HNS Value 10: We work together to improve our community						
26	29th	Mon	08:00 Staff Breakfast	15:50 - 16:50 Y11 English ES Y11 GCSE Examination Timetable to Students		Tasks for Week 26: Behaviour Review 4 (HOL) <input type="checkbox"/> Standardisation of DPR Y11	Tasks for Week 26: <input type="checkbox"/> Charities Week <input type="checkbox"/> New Calendar First Draft <input type="checkbox"/> Handbook check <input type="checkbox"/> SDP Check 4 <input type="checkbox"/> Office processes check 4		
	30th	Tue	15:10 - 16:10 Whole Staff Meeting 10	15:00 - 16:00 Y11 Maths ES					
	31st	Wed	DPR 3 Window Closes for Y11	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES					

Notes

April 2021

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	Thu	12:30 Closure - Last Day of Term 12:30 Staff Social Event		Non-uniform Day 2				
	2nd	Fri	Good Friday						
	3rd	Sat		09:00 - 12:00 Y11 Intervention					
	4th	Sun							
H	5th	Mon	Easter Monday						
	6th	Tue		09:00 - 15:00 Y11 Intervention					
	7th	Wed		09:00 - 15:00 Y11 Intervention					
	8th	Thu		09:00 - 15:00 Y11 Intervention					
	9th	Fri		09:00 - 15:00 Y11 Intervention					
	10th	Sat							
H	11th	Sun							
	12th	Mon			Ramadan Commences				
	13th	Tue							
	14th	Wed							
	15th	Thu							
	16th	Fri							
17th	Sat								
18th	Sun	HNS Value 9: We respond positively to feedback							
27	19th	Mon	08:10 Staff Briefing	<i>French and Spanish Speaking Exams Begin</i> 15:50 - 16:50 Y11 English ES		Tasks for Week 27: <input type="checkbox"/> Standardisation of DPR Y7-10 <input type="checkbox"/> Attendance Review 4 (HOL) <input type="checkbox"/> Y7 Parents Evening preparation <input type="checkbox"/> Start prestigious colleges process	Tasks for Week 27: <input type="checkbox"/> Staff Survey (SDP) <input type="checkbox"/> Student Survey (SDP) <input type="checkbox"/> Staff Absence Update <input type="checkbox"/> End of Year Checklist Incepted <input type="checkbox"/> Food Survey <input type="checkbox"/> SCR Check 3 <input type="checkbox"/> Behaviour Review Feedback 4 (LG) <input type="checkbox"/> Door Knocking Commences <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> Y7 Parents' Evening preparation	Tasks for Term 3: <input type="checkbox"/> Assessment Updates <input type="checkbox"/> Literacy Activities Review <input type="checkbox"/> Budget <input type="checkbox"/> GB Skills Update <input type="checkbox"/> Monitoring Processes Check <input type="checkbox"/> SCR Check 3 <input type="checkbox"/> SDP / SEF Updates 3 <input type="checkbox"/> New SDP Ideas <input type="checkbox"/> New Year Calendar	
	20th	Tue	15:10 - 16:10 Departmental Meeting 10 16:10 - 17:10 Professional Development Session 15	15:00 - 16:00 Y11 Maths ES					
	21st	Wed	DPR Window 2 closes for Y7 - 10 16:00 - 17:00 Optional Curriculum Leaders 11	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES					
	22nd	Thu	15:20 - 18:00 Leadership Group Meeting 27	15:00 - 16:00 Y11 Humanities ES					
	23rd	Fri		<i>French and Spanish Speaking Exams End</i>	12:30 - 16:00 Activities afternoon				
	24th	Sat		09:00 - 12:00 Y11 Intervention					
25th	Sun	HNS Value 4: We don't waste time							
28	26th	Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES		Tasks for Week 28: <input type="checkbox"/> Proposed Set Lists to HODS from Office <input type="checkbox"/> Discuss budget and capitation with LM <input type="checkbox"/> Data Review 3 (Y11 only) <input type="checkbox"/> RAG DDP commences HOD and HOL Y11 <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 3 commence (HOD)	Tasks for Week 28: <input type="checkbox"/> GRC1 Check 3 <input type="checkbox"/> Y11 Examinations Checklist Incepted <input type="checkbox"/> Attendance Review 4 Feedback (LG) <input type="checkbox"/> Data Review 3 (Y11 only) <input type="checkbox"/> RAG DDP Commences HOD and HOL Year 11 <input type="checkbox"/> 3-Way Learning Conversations (SAF Focus) 31 commence (LG)		
	27th	Tue	15:10 - 16:10 School Leaders 3 16:10 - 17:10 Professional Development Session 16	15:00 - 16:00 Y11 Maths ES	16:30 - 18:00 Y11 Parents' Forum				
	28th	Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES					
	29th	Thu	15:20 - 18:00 Leadership Group Meeting 28	15:00 - 16:00 Y11 Humanities ES	UKMT Challenge (Junior)				
	30th	Fri		<i>Y11 GCSE Exam Rota published to staff</i>	12:30 - 16:00 Activities afternoon				

Notes

May 2021

W	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 Y11 Intervention					
	2nd Sun	HNS Value 8: We are kind						
29	3rd Mon	Early May Bank Holiday (May Day)						
	4th Tue	08:10 Staff Briefing	15:00 - 16:00 Y11 English ES	Jack Petchey Speak Out Challenge 16:30-17:30 MAS Parent Information Evening	Tasks for Week 29: □ Proposed Set Lists to HODS from Data Manager □ Y7-10 Underachievers' Review (HOLs) □ Data Review 2 (Y10 only) □ Year 10 Learning Conversations (SAF Focus) 2 commence (HOD)	Tasks for Week 29: □ Staff School Improvement Survey □ SEF Update and Review 3 (LG) □ Y7-10 Underachievers' Review (HOL) □ Data Review 2 (Y10 only) □ Year 10 Learning Conversations (SAF Focus) 2 commence (LG) □ JP Speak Out Prog begins		
	5th Wed		External examinations commence 15:50 - 16:50 Y11 Maths ES	16:30 - 19:00 Y7 Parents Evening	□ DPR Engagement Student Awards (HOL)			
	6th Thu	15:20 - 18:00 Leadership Group Meeting 29	Y11 GCSE Art Examination Day 1 15:00 - 16:00 Y11 Science ES				18:15 - 19:30 HNS Local School Board	
	7th Fri		Y11 GCSE Art Examination Day 2 12:30 - 13:30 Y11 MFL ES	12.30 - 16.00 Activities afternoon				
	8th Sat							
	8th Sat			09:00 - 15:00 Y11 Intervention				
	9th Sun	HNS Value 2: We have high expectations						
30	10th Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES	Handwriting Improvement Competition Commences Head student applications open	Tasks for Week 30: □ Y8 and Y9 DPR Analytics focus □ Optional Line Management Week 5 □ SDP Ideas in LM □ Snack Attack 5	Tasks for Week 30: □ Optional Line Management Week 5 □ Star of the Half Term Nominations 5 □ School Census Return □ Student File Check 3 □ Checklist Check 3 □ Assignment Analytics 5 □ Staff Absence Meeting		
	11th Tue	15:10 - 16:10 Whole Staff Meeting 11	15:00 - 16:00 Y11 Science ES 16:00 - 17:00 Y11 Maths ES	Ramadan Ends	□ Discuss budget and capitation with LM □ Assignment Analytics 5 □ SM MM Participation Check 5			
	12th Wed	Eid-UL-Fitr School Closure						
	13th Thu	15:20 - 18:00 Leadership Group Meeting 30	15:00 - 16:00 Y11 MFL ES 16:00 - 17:00 Y11 Humanities ES	Mental Health Awareness Week (13.05.21 - 20.05.21- subject to change)			18.15 - 19.30 CST Finance and Personnel Committee	
	14th Fri	12:30 - 15:30 Twilight 5		08:45 Parents' Coffee Morning Drop-in 6 - Homework/Assignments 12:30 - 16:00 Activities afternoon				
	15th Sat			09:00 - 15:00 Y11 Intervention				
	16th Sun	HNS Value 1: We strive to become exceptional learners						
31	17th Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES	Charities 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 □ EAL testing and timetable adjustments ready for new half term		
	18th Tue	15:10 - 16:10 Departmental Meeting 11 16:10 - 17:10 Professional Development Session 17	15:00 - 16:00 Y11 Maths ES					
	19th Wed	16:00 - 17:00 Optional Curriculum Leaders 12	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES	Head Student applications close				
	20th Thu	15:20 - 18:00 Leadership Group Meeting 31	15:00 - 16:00 Y11 Humanities ES					
	21st Fri			Handwriting Improvement Competition Ends 12:30 - 16:00 Activities afternoon				

	22nd	Sat		9:00 - 15:00 Y11 Intervention					
	23rd	Sun	HNS Value 5: We try new things						
32	24th	Mon	08:00 Staff Breakfast	15:50 - 16:50 Y11 English ES	16:00 - 17:00 Music on a Summer's Evening	Tasks for Week 32: <input type="checkbox"/> Attendance Review 5 (HOL) <input type="checkbox"/> SM MM Participation Check 6	Tasks for Week 32: <input type="checkbox"/> School Calendar Signed Off <input type="checkbox"/> Staff Absence <input type="checkbox"/> Premises walk <input type="checkbox"/> Furniture / chairs check <input type="checkbox"/> Finalise CPD programme for next year <input type="checkbox"/> Behaviour Review Feedback 5 (LG) <input type="checkbox"/> Office processes check 5		
	25th	Tue	No meeting	15:00 - 16:00 Y11 Maths ES					
	26th	Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES					
	27th	Thu	15:20 - 18:00 Leadership Group Meeting 32	15:00 - 16:00 Y11 Humanities ES					18:15 - 19:30 Exec Board
	28th	Fri			12:30 - 16:00 Activities afternoon				
	29th	Sat							
	30th	Sun							
H	31st	Mon		09:00 - 15:00 Y11 Intervention					

Notes

June 2021

W	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 Y11 Intervention					
	2nd	Wed		09:00 - 15:00 Y11 Intervention					
	3rd	Thu		09:00 - 15:00 Y11 Intervention					
	4th	Fri		09:00 - 15:00 Y11 Intervention					
	5th	Sat							
	6th	Sun	HNS Value 7: We strive for accuracy						
33	7th	Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES		Tasks for Week 33: <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 SDF <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 (LC) <input type="checkbox"/> Review GDPR Procedures <input type="checkbox"/> Staff Absence Meeting		
	8th	Tue	15:10 - 16:10 Whole Staff Meeting 12 16:10 - 17:10 Professional Development Session 18	15:00 - 16:00 Y11 Maths ES	17:00 - 18:00 Y10 Parents Evening: Preparation for Y11				
	9th	Wed		15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES					18:15 - 19:30 CST Finance and Personnel Committee
	10th	Thu	15:20 - 18:00 Leadership Group Meeting 33 PMR Review 1 opens (for support staff only)	15:00 - 16:00 Y11 Humanities ES	Year 10 W/E Aspirations Day				
	11th	Fri			12:30 - 16:00 Activities afternoon				
	12th	Sat							
	13th	Sun	HNS Values 10: We work together to improve our community						
34	14th	Mon	08:10 Staff Briefing	15:50 - 16:50 Y11 English ES	Year 10 Work Experience week	Tasks for Week 34: <input type="checkbox"/> Discuss budget and capitation with LM <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		
	15th	Tue	15:10 - 16:10 Departmental Meeting 12	15:00 - 16:00 Y11 Maths ES					
	16th	Wed	16:00 - 17:00 Optional Curriculum Leaders 13	15:50 - 16:50 Y11 Science ES 16:50 - 17:50 Y11 MFL ES	9:00 - 12:00 School Leaders' Open Morning				
	17th	Thu	15:20 - 18:00 Leadership Group Meeting 34	15:00 - 17:00 Y11 Humanities ES Year 11 ES finishes					
	18th	Fri		<i>Year 10 Exam Skills Commence</i>	12:30 - 16:00 Activities afternoon				
	19th	Sat							
	20th	Sun	Hackney Value 6: We do what's right						
35	21st	Mon	08:10 Staff Briefing			Tasks for Week 35: <input type="checkbox"/> Y7 and Y10 DRP Analytics focus <input type="checkbox"/> Optional Line Management Week 6 <input type="checkbox"/> Standardisation of DPR Y7-10	Tasks for Week 35: <input type="checkbox"/> Newsletter Preparation starts <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		
	22nd	Tue	NO MEETING 16:10 - 17:10 Professional Development Session 19		08:30 - 16:30 Y10 Geography GCSE Fieldwork (WOTN)				
	23rd	Wed							
	24th	Thu	15:20 - 18:00 Leadership Group Meeting 35						18:15 - 19:30 HNS Local School Board
	25th	Fri	12:30 - 15:30 Twilight 6 CST Conference	<i>External examinations end</i>	12:30 - 16:00 Activities afternoon				
	26th	Sat	CST Conference						
	27th	Sun	HNS Values 44: We are kind (8)						
36	28th	Mon	08:15 Staff Briefing	15:50 - 16:50 Y10 English ES		Tasks for Week 36: <input type="checkbox"/> Feedback Scrutiny 6 (SAF Focus) <input type="checkbox"/> SDP Check 6 <input type="checkbox"/> End of Term Letter Distributed to students <input type="checkbox"/> 14:50 - 15:20 School Visits Briefing			
	29th	Tue	15:10 - 16:10 Whole Staff Meeting 13 16:10 - 17:10 Professional Development Session 20	15:00 - 16:00 Y10 Maths ES	18:00 - 19:30 School Production				
	30th	Wed		15:50 - 16:50 Y10 Science ES 16:50 - 17:50 Y10 MFL ES	16:00 - 17:30 School Production				

Notes

July 2021

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	Thu	15:20 - 18:00 Leadership Group Meeting 36	15:00 - 16:00 Y10 Humanities ES	Transition Day for New Y7 08:30 - 15:30			
	2nd	Fri			12:30 - 16:00 Activities afternoon			
	3rd	Sat						
	4th	Sun	Hackney Values 45: We act quickly (3)					
37	5th	Mon	08:10 Staff Briefing	Y10 GCSE Preliminary Art Examination Day 1 15:50 - 16:50 Y10 English ES		Tasks for Week 37: <input type="checkbox"/> Behaviour Review 6 (HOL) <input type="checkbox"/> Assignment Analytics 6 <input type="checkbox"/> Y7-10 Underachievers' Review (HOL) <input type="checkbox"/> Data Review 3 (Y10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 3 commence (HOD)	Tasks for Week 37: <input type="checkbox"/> Star of the Half Term Nominations 2 <input type="checkbox"/> Plan for summer results day publicity <input type="checkbox"/> Assignment Analytics 6 <input type="checkbox"/> Data Review 3 (Y10 only) <input type="checkbox"/> Year 10 Learning Conversations (SAF Focus) 3 commence (LG) <input type="checkbox"/> Y7-10 Underachievers' Review (LG) <input type="checkbox"/> Staff Absence Meeting <input type="checkbox"/> EAL testing and timetable adjustments ready for new year	
	6th	Tue	15:10 - 16:10 School Leaders 4 16:10 - 17:10 Professional Development Session 21	Y10 GCSE Preliminary Art Examination Day 2 15:00 - 16:00 Y10 Maths ES	17:00 - 18:00 Awards Evening			
	7th	Wed	16:00 - 17:00 Optional Curriculum Leaders 44	15:50 - 16:50 Y10 Science ES 16:50 - 17:50 Y10 MFL ES	08:30 - 15:30 Sports Day			
	8th	Thu	15:20 - 18:00 Leadership Group Meeting 37	15:00 - 16:00 Y10 Humanities ES	Summer Activities Fair 19:00 - 23:00 Y11 Prom			18:15 - 19:30 Exec Board
	9th	Fri		GL Progress tests for Y7, 8 & 9 Eng, Ma and Sci Ends	08:45 - 09:15 Parents' Coffee Morning General Drop-in 7 12:30 - 16:00 Activities afternoon			
	10th	Sat						
	11th	Sun	HNS Values 46: We don't waste time (4)					
38	12th	Mon	08:10 Staff Briefing	15:50 - 16:50 Y10 English ES Exam Skills Ends for Y10		Tasks for Week 38: <input type="checkbox"/> Diarise new calendar dates <input type="checkbox"/> Arrange handover meetings with appropriate leaders	Tasks for Week 38: <input type="checkbox"/> Behaviour Review Feedback 6 (LG) <input type="checkbox"/> Office processes check 6	
	13th	Tue						
	14th	Wed			Whole School Trips Day			
	15th	Thu	15:20 - 18:00 Leadership Group Meeting 38 (Offsite)					
	16th	Fri	13:00 Staff Social Event					
	17th	Sat						
	18th	Sun						
H	19th	Mon	08:00 Staff Breakfast 15:50 - 16:50 The Great Throwout			Tasks for Week 39: <input type="checkbox"/> Bin Bag Day	Tasks for Week 39: <input type="checkbox"/> The Great Throw-out	
	20th	Tue	12:30pm Closure - Last Day of Term		Non-uniform Day 3			
	21st	Wed						
	22nd	Thu						
	23rd	Fri						
	24th	Sat						
	25th	Sun						

