

AG+



SYSTEMS AND DEVELOPMENT DIARY
for the
ACADEMIC YEAR
2017 - 2018

AUTUMN TERM

WEEK -3

MONDAY 14-08-17

TUESDAY 15-08-17

WEDNESDAY 16-08-17

- KS5 Results:
 - Retrieval
 - Analysis
 - Press Release
 - Examinations Officer and Headteacher complete detailed analysis
- Please refer to Wednesday 23-08-17 for further action.

THURSDAY 17-08-17

- AS/A Level results
 - (Year 13 students in school from 8.30 a.m.)
 - (Year 12 students in school from 9.00 a.m.)

FRIDAY 18-08-17

WEEK -2

MONDAY 21-08-17

TUESDAY 22-08-17

WEDNESDAY 23-08-17

- **PHASE 1 SSE/SDP PROCESS BEGINS**
- GCSE Results:
 - Retrieval
 - Analysis
 - Press Release
 - Examinations Officer and Headteacher complete detailed analysis
- Pro-forma for Report to Governors on KS3, KS4 and KS5 results checked and sent to Curriculum Leaders
- Memo to Curriculum Leaders, 'outgoing' Year 11 Achievement Leader and 'outgoing' Year 12/13 Achievement Leader(s) for brief discussions on initial reactions to result on afternoon of INSET day.
- Complete review/production of new academic year welcome letter to parents (including GCSE and AS/A Level analysis)
- Letters to parents of Year 11 leavers re. results
- Letters to parents of Year 12/13 students re. results
- Prepare letter re. results to Chair of Governors, Vice Chair of Governors and Chair of Curriculum & Welfare Committee.

THURSDAY 24-08-17

- GCSE results:
 - (Year 11 pupils in school from 9.00 a.m.)
 - (Year 10 pupils, Year 12 and 13 students in school from 10.00 a.m.)
- 12 noon: Priority Access to Scripts for AS/A Level deadline to inform EaRs.
- Sixth Form Enrolment Day (1 of 3) 10.00 a.m. until 2.00 p.m.

FRIDAY 25-08-17

- Sixth Form Enrolment Day (2 of 3) 10.00 a.m. until 2.00 p.m.

WEEK –1 (Week to check all parents and students' information is updated on the web-site).

MONDAY 28-08-17 Bank Holiday

TUESDAY 29-08-17

- Final clean of buildings and grounds
- Final check of paperwork for Day 1
- Premises:
 - Inspection of cleaning and redecoration – further action if necessary.
 - Inspection of grounds – further action if necessary.
- Governing Body:
 - Finalise arrangements for 'State of the Nation' annual review for Week 1.4.
 - For 2017/2018:
 - Future direction of the school
 - Priorities for the year's SDP and their implications
 - Impact on roles of staff and Governors
- SCITT Induction Week
- General:
 - Ensure Home School Agreement papers ready for Year 7 Information Packs and all tutor rooms and classrooms.

WEDNESDAY 30-08-17

THURSDAY 31-08-17

SCHOOL CALENDAR 2017 – 2018

Note: Thursday 17th August 2017 – AS/A Level results:

(Year 13 students in school from 8.30 a.m.)

(Year 12 students in school from 9.00 a.m.)

Thursday 24th August 2017 – GCSE results:

(Year 11 pupils in school from 9.00 a.m.)

(Year 10 pupils and Year 12 and 13 students in school from 10.00 a.m.)

Sixth Form enrolment days:

Thursday 24th August 2017 – 10.00 a.m. until 2.00 p.m.

Friday 25th August 2017 – 10.00 a.m. until 2.00 p.m.

Monday 4th September 2017 – 10.00 a.m. until 2.00 p.m.

AUTUMN TERM – HALF TERM 1

Wk 1.1	<i>Week for:</i>	
	Mon, Tuesday, Wednesday and Thursday	HOLIDAY
	Friday	1 st September 2017
		INSET Day 1 - Twilight

Wk 1.2	Week for: <ul style="list-style-type: none"> ▪ Begin review of Pay Policy/PM for new processes; ▪ Completion of arrangements for SLG members' Performance Review by Headteacher; ▪ (Exams) Check exam dates are correct on the website; ▪ Governing Body Meeting (SoU) - paper preparation begins; ▪ SLT-SSE Reports from CLs and ALs; ▪ Safeguarding training for staff (DBi); ▪ Sixth Form enrolment day (3 of 3); ▪ Year 7 and Year 9 Photographs (Form Group and Individual); ▪ SCITT Induction (Week 2). 	
	Monday	4th September 2017 INSET Day 2 <ul style="list-style-type: none"> ▪ HT/SLG - lock strategy for Term 1; ▪ 9.00 a.m. Staff meeting (Teachers), Sixth Form Studio; ▪ Sixth Form Enrolment Day (3 of 3); ▪ CL 1:1 meetings with SLG; ▪ Department/Team meetings; ▪ Year Team meetings (AL plus all FTs for each Year Group).
	Tuesday	5th September 2017 <ul style="list-style-type: none"> ▪ 9.00 a.m. School opens for Year 7 pupils and Year 8 Mentors, Gym; ▪ 9.30 a.m. Year 7 Assembly, Gym; ▪ 12 noon Staff meeting (Support staff), Sixth Form Studio; ▪ 1.00 p.m. Sixth Form opens for Year 12 – coffee and cake served in the Social Area; ▪ 1.45 p.m. School and Sixth Form opens for Years 8, 9, 10, 11 and 13; ▪ 2.45 p.m. Years 7, 8, 9, 10, 11 School Assembly, Sports Hall; ▪ 3.30 p.m. meeting for all new staff and their Mentors.
	Wednesday	6th September 2017 <ul style="list-style-type: none"> ▪ 9.00 a.m. Year 7 and Year 9 Photographs (Form Group and Individual), Gym; ▪ 9.00 a.m. Visiting speaker in Sixth Form; ▪ 2.45 p.m. Department/Team Time.
	Thursday	7th September 2017 <ul style="list-style-type: none"> ▪ Pds 1 and 2: Year 13 students with Tim Milner, Sixth Form Studio.
	Friday	8th September 2017 <ul style="list-style-type: none"> ▪ Pd 4 – Pd 6: Year 12 students with Tim Milner, Sixth Form Studio.

Wk 1.3	Week for:	
	<ul style="list-style-type: none"> ▪ Set schedule for Planning and Review meetings (Week 1 of 3); ▪ Beginning of SLG Performance Reviews by Headteacher; ▪ Beginning of Headteacher's Performance Review data gathering; ▪ Completion of Salary Reviews and notification out to staff; ▪ ALs 1:1 meetings with designated member of SLG; ▪ (Exams) Deadline for remark requests (Tuesday); ▪ Governing Body Meeting (SoU) - papers out; ▪ ToR and Meeting Pattern Document Review (1 of 2); ▪ Year 11, 12 and 13 Rewards Trip (Friday). 	
	Monday	11th September 2017
		<ul style="list-style-type: none"> ▪ Tutorial: School Council Training; ▪ 3.30 p.m. SLG meeting (Focus: Gen).
	Tuesday	12 th September 2017
		<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting.
	Wednesday	13 th September 2017
	<ul style="list-style-type: none"> ▪ Deadline for remark requests; ▪ 2.45 p.m. – 4.45 p.m. Whole Staff INSET: Jason Bangbala (managing expectations to create a positive climate for effective learning). 	
Thursday	14 th September 2017	
	<ul style="list-style-type: none"> ▪ Pd 1 Inclusion meeting. 	
Friday	15 th September 2017	
	<ul style="list-style-type: none"> ▪ Year 11,12 and 13 Rewards Trip to Alton Towers. 	

Wk 1.4	Week for:	
	<ul style="list-style-type: none"> ▪ CLs 1:1 meetings with designated member of SLG; ▪ (Exams) ATS Deadline with Pupil Consent (Friday); ▪ (Exams) Class Checklists for Year 12 to be Checked (Wednesday); ▪ (Exams) Year 7 Sets – initial setting information needs to be complete by the end of the week; ▪ Final preparation for SLG and Headteacher Performance Review; ▪ Governing Body Meeting (SoU); ▪ Year 7 Teambuilding day (Friday); ▪ Year 12 Predictor Data Review (SLT). 	
	Monday	18th September 2017
		<ul style="list-style-type: none"> ▪ Tutorial: Form Group School Council; ▪ 11.30 a.m. – 12.30 p.m. Welfare Staff PPD: Making Lunchtimes Positive (AG); ▪ 3.30 p.m. SLG meeting (Focus: CIRP).
	Tuesday	19 th September 2017
		<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Middle Leaders Meeting.
	Wednesday	20 th September 2017
	<ul style="list-style-type: none"> ▪ Return of checked Year 12 class lists; ▪ 2.45 p.m. Department/Team Meetings; ▪ 3.30 p.m. DHa meeting with Trade Union Representatives. 	
Thursday	21 st September 2017	
	<ul style="list-style-type: none"> ▪ Final day for timetable changes at ag6; ▪ 6.30 p.m. Governing Body meeting (SoU), Sixth Form Dining Area. 	
Friday	22 nd September 2017	
	<ul style="list-style-type: none"> ▪ Year 7 Team-building day; ▪ Access to Script deadline. 	

Wk 1.5	Week for:	
	<ul style="list-style-type: none"> ▪ (Exams) Deadline for Year 7 Sets for Core Subjects (Wednesday); ▪ (Exams) Deadline for November Entries and Access Arrangements (Thursday); ▪ Governors' Resources & Sustainability Committee – paper preparation; ▪ Year 13 Reports go on-line (Monday). 	
	Monday	25th September 2017
		<ul style="list-style-type: none"> ▪ Year 13 Reports go on-line; ▪ Tutorial: Homework Timetable; ▪ 3.30 p.m. SLG meeting (Focus: General).
	Tuesday	26 th September 2017
		<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Working Group and AL Meetings.
Wednesday	27 th September 2017	
	<ul style="list-style-type: none"> ▪ Deadline for final Year 7 sets for core subjects; ▪ 2.45 p.m. Whole Staff INSET: Labour Market/Apprenticeships. 	
Thursday	28 th September 2017	
	<ul style="list-style-type: none"> ▪ Deadline for November entries; ▪ Pd 1 Inclusion meeting; ▪ 6.00 p.m. PTA meeting, Sixth Form. 	
Friday	29 th September 2017	
	<ul style="list-style-type: none"> ▪ 	

Wk 1.6	Week for:	
	<ul style="list-style-type: none"> ▪ Completion of SLG Performance Review by Headteacher; ▪ (Exams) Deadline for November access to be complete (Wednesday); ▪ Governors' Welfare Committee – paper preparation; ▪ Governors' Resources & Sustainability Committee – papers out; ▪ Open Evening; ▪ Year 6 Activity Day. 	
	Monday	2nd October 2017
		<ul style="list-style-type: none"> ▪ Tutorial; ▪ Year 7 set letters to parents/carers; ▪ 3.30 p.m. SLG meeting (Focus: Resources & Sustainability).
	Tuesday	3 rd October 2017
		<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting.
Wednesday	4 th October 2017	
	<ul style="list-style-type: none"> ▪ Deadline for November access to be complete; ▪ 2.45 p.m. Department/Team Time: <ul style="list-style-type: none"> ○ preparation for Year 6 Activity Day/Open Evening. 	
Thursday	5 th October 2017	
	INSET Day 3 <ul style="list-style-type: none"> ▪ Year 6 Activity Day; ▪ 6.30 p.m. Open Evening. 	
Friday	6 th October 2017	
	INSET Day 4 <ul style="list-style-type: none"> ▪ IPD Planning/Review Meetings. 	

Wk 1.7	Week for:	
	<ul style="list-style-type: none"> ▪ Headteacher's Performance Review by Governing Body; ▪ Headteacher's Report to Governing Body on SLG Performance Reviews; ▪ (Exams) January Entry Deadline (Friday); ▪ Governors' Welfare Committee – papers out; ▪ Governors' Resources & Sustainability Committee; ▪ Sponsored Walk; ▪ Youth Enterprise Challenge Launch Event. 	
	Monday	9th October 2017
		<ul style="list-style-type: none"> ▪ Tutorial: Full School Council; ▪ Start of new Year 7 sets in core subjects; ▪ 3.30 p.m. SLG meeting (Focus: Welfare); ▪ 6.00 p.m. Governors' Resources & Sustainability Committee, Sixth Form dining area.
	Tuesday	10 th October 2017
		<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Year Team Meetings.
Wednesday	11 th October 2017	
	<ul style="list-style-type: none"> ▪ Pds 1-5: Sponsored Walk; ▪ 2.45 p.m. Department/Team time (Focus: Year 13 Report checking and amendments); ▪ 5.00 p.m. for a 5.30 p.m. start until approximately 7.00 p.m.: Youth Enterprise Challenge event. 	
Thursday	12 th October 2017	
	<ul style="list-style-type: none"> ▪ Pd 1 Inclusion meeting. 	
Friday	13 th October 2017	
	<ul style="list-style-type: none"> ▪ Deadline for January entries. 	

Wk 1.8	Week for:	
	<ul style="list-style-type: none"> ▪ (Exams) Deadline for BTEC Registrations (Friday); ▪ (Exams) Deadline for January access to be complete; ▪ Governors' Standards & Effectiveness Committee – paper preparation; ▪ Governors' Welfare Committee Meeting; ▪ Parents' Evening All Years (Form Tutors only); ▪ Year 13 Report Comments (Tutorial, Monday). 	
	Monday	16th October 2017
		<ul style="list-style-type: none"> ▪ Tutorial: Year 13 Report comments; ▪ 3.30 p.m. SLT meeting; ▪ 3.30 p.m. Assistant Heads meeting.
	Tuesday	17 th October 2017
		<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. Middle Leaders meeting 6.00 p.m. Governors' Welfare Committee, Sixth Form dining area.
Wednesday	18 th October 2017	
	<ul style="list-style-type: none"> ▪ 2.45 p.m. Department/Team Time. 	
Thursday	19 th October 2017	
	<ul style="list-style-type: none"> ▪ 5.30 p.m. Parents' Evening (all Year Groups) (Form Tutors only). 	
Friday	20 th October 2017	
	<ul style="list-style-type: none"> ▪ Deadline for January access to be complete; ▪ Deadline for BTEC registrations. 	

Wk 1.9	Week for:		<ul style="list-style-type: none"> ▪ Governors' Standards & Effectiveness Committee – papers out; ▪ Governing Body meeting – paper preparation; ▪ Year 13 Reports home (Thursday).
	Monday	23rd October 2017	<ul style="list-style-type: none"> ▪ Tutorial; ▪ 3.30 p.m. SLG meeting (Focus: Standards & Effectiveness).
	Tuesday	24 th October 2017	<ul style="list-style-type: none"> ▪ Year 11, 12 and 13 Mindfulness day; ▪ Pds 1 and 2 SLT meeting.
	Wednesday	25 th October 2017	<ul style="list-style-type: none"> ▪ 2.45 p.m. Department/Team time.
	Thursday	26 th October 2017	<ul style="list-style-type: none"> ▪ Year 13 reports go home; ▪ Pd 1 Inclusion meeting.
	Friday	27 th October 2017	<ul style="list-style-type: none"> ▪ 3.30 p.m. school closes for pupils.

***** END OF TERM *****

HALF TERM WEEK		
Monday	30th October 2017	▪
Tuesday	31 st October 2017	▪
Wednesday	1 st November 2017	▪ GCSE Exam.
Thursday	2 nd November 2017	▪ GCSE Exam.
Friday	3 rd November 2017	▪ GCSE Exam.

HALF TERM 2

Wk 2.1	Week for:	
	<ul style="list-style-type: none"> ▪ Reminder to reviewers and reviewees regarding continuing PPD/PM dialogue and lesson observations; ▪ ALs 1:1 meetings with designated member of SLG; ▪ Governors' Standards & Effectiveness Committee meeting; ▪ Governing Body meeting – papers out; 	
	Monday	6th November 2017
		<ul style="list-style-type: none"> ▪ GCSE exam; ▪ 3.30 p.m. SLG meeting (Focus: General); ▪ 6.00 p.m. Governors' Standards & Effectiveness Committee meeting, Sixth Form dining area.
	Tuesday	7 th November 2017
		<ul style="list-style-type: none"> ▪ Tutorial; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. Staff meeting (Teachers), Sixth Form Studio.
Wednesday	8 th November 2017	
	<ul style="list-style-type: none"> ▪ GCSE exam; ▪ Pd 5 Staff meeting (Support Staff), Sixth Form Studio; ▪ 2.45 p.m. Department/Team time; ▪ 3.30 p.m. DHa meeting with Trade Union Representatives. 	
Thursday	9 th November 2017	
	<ul style="list-style-type: none"> ▪ Pd 1 Inclusion meeting. 	
Friday	10 th November 2017	
	<ul style="list-style-type: none"> ▪ Remembrance Assembly (SH) 	

Wk 2.2	Week for:	
	<ul style="list-style-type: none"> ▪ Terms of Reference and Meeting Pattern Review (Week 2 of 2); ▪ Curriculum Leaders 1:1 meetings with designated member of SLG; ▪ Splendid Productions, Monday (CEPA); ▪ Governing Body Meeting; ▪ Sixth Form Open Evening and Taster Day; ▪ Year 8 Reports go on-line (Monday). 	
	Monday	13th November 2017
		<ul style="list-style-type: none"> ▪ Year 8 Reports go online; ▪ 2.00 p.m. – 5.00 p.m. Splendid Productions in Gym, Drama Studio and Sixth Form Studio (CEPA0); ▪ 3.30 p.m. SLT meeting; ▪ 3.30 p.m. Assistant Heads meeting.
	Tuesday	14 th November 2017
		<ul style="list-style-type: none"> ▪ Tutorial: Form Group School Council. ▪ Pds 1 and 2 SLT meeting.
Wednesday	15 th November 2017	
	<ul style="list-style-type: none"> ▪ 2.45 pm: Department/Team time (preparation for Sixth Form Open Evening). 	
Thursday	16 th November 2017	
	<ul style="list-style-type: none"> ▪ 6.30 p.m. Sixth Form Open Evening; ▪ 7.00 p.m. Governing Body Meeting, Drama Studio, main school building. 	
Friday	17 th November 2017	
	<ul style="list-style-type: none"> ▪ Sixth Form Taster Day. 	

Wk 2.3	Week for:	
	<ul style="list-style-type: none"> ▪ (Exams) Mock Exams (Years 11 and 13) (Week 1 of 3); ▪ Year 12 UCAS Create Your Future event, Manchester (CEPA); ▪ Year 12 SafeDrive StayAlive roadshow at Burnley Mechanics. 	
	Monday	20th November 2017
		<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13); ▪ 3.30 p.m. SLG meeting (Focus: Standards & Effectiveness).
	Tuesday	21 st November 2017
		<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13); ▪ Year 12 UCAS Create Your Future event, Manchester (CEPA); ▪ Tutorial; ▪ Pds 1 and 2 SLT meeting.
Wednesday	22 nd November 2017	
	<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13); ▪ Year 12 students at SafeDrive StayAlive roadshow a.m., Burnley Mechanics; ▪ 2.45 p.m. – 4.45 p.m. Whole Staff INSET in department teams: Teaching and learning event based on the 2017/2018 focus areas – engagement/feedback/challenge. External consultant/trainer. 	
Thursday	23 rd November 2017	
	<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13); ▪ Pd 1 Inclusion meeting; ▪ p.m. PTA Fashion Show, Sixth Form building. 	
Friday	24 th November 2017	
	<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13). 	

Wk 2.4	Week for:		
	<ul style="list-style-type: none"> ▪ (Exams) Grade Collection 1 (all Years); ▪ (Exams) Mock Exams (Years 11 and 13) (Week 2 of 3); 		
	Monday	27th November 2017	<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13); ▪ Grade Collection (all Years); ▪ 3.30 p.m. SLG meeting (Focus: Resources & Sustainability).
	Tuesday	28 th November 2017	<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13); ▪ Tutorial: Full School Council; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Working Groups and AL meetings.
	Wednesday	29 th November 2017	<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13); ▪ 2.45 p.m. Department/Team time: Year 8 Report checking and amendments. ▪ 3.30 p.m. – 5.00 p.m. Grade Collection 1.
	Thursday	30 th November 2017	<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13);
Friday	1 st December 2017	<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13). 	

Wk 2.5	Week for:	
	<ul style="list-style-type: none"> ▪ (Exams) Grade Collection follow-up (all Years); ▪ (Exams) Mock Exams (Years 11 and 13) (Week 3 of 3); ▪ Former pupils to collect coursework (Week 1 of 2); ▪ Year 8 Pupil report comments (Tutorial, Tuesday). 	
	Monday	4th December 2017
		<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13); ▪ 3.30 p.m. SLG meeting (Focus: Welfare).
	Tuesday	5 th December 2017
		<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13); ▪ Tutorial: Year 8 Pupil Report Comments; ▪ Pds 1 and 2 SLT meeting.
Wednesday	6 th December 2017	
	<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13); ▪ 2.45 p.m. Department/Team meetings. Grade Collection follow-up (all Years); 	
Thursday	7 th December 2017	
	<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13); ▪ Pd 1 Inclusion meeting. 	
Friday	8 th December 2017	
	<ul style="list-style-type: none"> ▪ Mock Examinations (Year 11 and Year 13); ▪ p.m. Staff Christmas 'do', Sixth Form building. 	

Wk 2.6	Week for:	
	<ul style="list-style-type: none"> ▪ (Exams) Summer entries open; ▪ Former pupils to collect coursework (Week 2 of 2); ▪ Presentation Evening; ▪ SLT Parents' Drop-In Session (JG/DHa); ▪ Year 8 Reports go home (Thursday); ▪ Year 8 Diversity Day (Wednesday); ▪ Year 13 Predictor Data Review (SLT). 	
	Monday	11th December 2017 <ul style="list-style-type: none"> ▪ ML Grade Collection Analysis reports due in. ▪ ML Scripts updated. ▪ 3.30 p.m. SLG meeting (Focus: General).
	Tuesday	12th December 2017 <ul style="list-style-type: none"> ▪ Tutorial; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Middle Leaders Meeting.
	Wednesday	13th December 2017 <ul style="list-style-type: none"> ▪ Pds 1-5: Year 8 Diversity Day (Humanities department); ▪ 2.45 p.m. Early finish for all staff.
	Thursday	14th December 2017 <ul style="list-style-type: none"> ▪ Year 8 reports go home; ▪ 3.30 p.m. – 5.00 p.m. Parents' Drop-in Session (JG/DHa); ▪ 7.30 p.m. Presentation Evening (Former Pupils/Students).
Friday	15th December 2017	

Wk 2.7	Week for:		
	<ul style="list-style-type: none"> ▪ CEPA Christmas Production; ▪ Years 7-13 Rewards Trips (Wednesday); ▪ Year 11 Predictor Data Review (SLT). 		
	Monday	18th December 2017	<ul style="list-style-type: none"> ▪ 3.30 p.m. SLG meeting (Focus: General).
	Tuesday	19 th December 2017	<ul style="list-style-type: none"> ▪ Tutorial; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Year Team meetings; ▪ 7.00 p.m. CEPA Christmas Production.
	Wednesday	20 th December 2017	<ul style="list-style-type: none"> ▪ 2.45 p.m. Department/Team Time; ▪ Year 7-13 Rewards Trips.
	Thursday	21 st December 2017	<ul style="list-style-type: none"> ▪ ML script deadline; ▪ Pd 1 Inclusion meeting.
Friday	22 nd December 2017	<ul style="list-style-type: none"> ▪ School closes for pupils after afternoon registration. 	

***** END OF TERM *****

SPRING TERM - HALF TERM 3

Wk 3.1	Week for:		<ul style="list-style-type: none"> ▪ (Exams) Check exam dates are correct on web-site; ▪ (Exams) November Results (Thursday); ▪ (Exams) Deadline for June Entries and Deposit Requests (Wednesday); ▪ Governors' Standards & Effectiveness Committee – paper preparation; ▪ Years 7, 8, 9 ALs to begin preparation of end of year trips in July – venues and coach bookings to be arranged and booked as soon as possible; ▪ Year 10 Predictor Data Review (SLT); ▪ Year 12 Reports go on-line (Monday).
	Monday	8th January 2018	<ul style="list-style-type: none"> ▪ Year 12 Reports go on-line; ▪ 3.30 p.m. SLG meeting (Focus: Standards & Effectiveness).
	Tuesday	9 th January 2018	<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Staff Meeting (Teachers), Sixth Form Studio.
	Wednesday	10 th January 2018	<ul style="list-style-type: none"> ▪ Deadline for June entries and deposit requests; ▪ Tutorial; ▪ Pd 5 Staff meeting (Support Staff), Sixth Form Studio; ▪ 2.45 p.m. Department/Team time.
	Thursday	11 th January 2018	<ul style="list-style-type: none"> ▪ November Results; ▪ Pd 1 Inclusion meeting.
	Friday	12 th January 2018	<ul style="list-style-type: none"> ▪

Wk 3.2	Week for:	
	<ul style="list-style-type: none"> ▪ Achievement Leaders 1:1 meetings with designated member of SLG; ▪ (Exams) Year 12; ▪ Governors' Standards & Effectiveness Committee – papers out; ▪ Governors' Welfare Committee – paper preparation; ▪ Ski Trip (Saturday); ▪ Year 11 and Year 13 Photographs (Monday). 	
	Monday	15th January 2018 <ul style="list-style-type: none"> ▪ Year 12 Exams; ▪ Year 11 and Year 13 Photographs (Tempest); ▪ 3.30 p.m. SLG meeting (Exam Deposits).
	Tuesday	16 th January 2018 <ul style="list-style-type: none"> ▪ Year 12 Exams; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Middle Leaders meeting.
	Wednesday	17 th January 2018 <ul style="list-style-type: none"> ▪ Year 12 Exams; ▪ Tutorial: Form Group School Council; ▪ 2.45 p.m. Department/Team meetings.
	Thursday	18 th January 2018 <ul style="list-style-type: none"> ▪ Year 12 Exams.
	Friday	19 th January 2018 <ul style="list-style-type: none"> ▪ Year 12 Exams.
	Saturday	20 th January 2018 <ul style="list-style-type: none"> ▪ Ski Trip

Wk 3.3	Week for:		<ul style="list-style-type: none"> ▪ Curriculum Leaders 1:1 meetings with designated member of SLG; ▪ (Exams) Deadline for Pupil Return of Deposit Slips (Friday); ▪ (Exams) Year 11 Assembly (Monday); ▪ Governors' Standards & Effectiveness Committee; ▪ Governors' Welfare Committee – papers out; ▪ Governors' Resources & Sustainability Committee – paper preparation; ▪ Ski Trip (some pupils in Years 8-12) ▪ Year 8 KS3 to KS4 Taster Day; ▪ Year 10 Prefect Training; ▪ Year 11 Parents' Evening.
	Monday	22nd January 2018	<ul style="list-style-type: none"> ▪ Ski trip; ▪ Year 11 Exam Assembly; ▪ 3.30 p.m. SLG meeting (Focus: Welfare); ▪ 6.00 p.m. Governors' Standards & Effectiveness Committee, Sixth Form dining area.
	Tuesday	23 rd January 2018	<ul style="list-style-type: none"> ▪ Ski trip; ▪ Year 8 KS3 to KS4 Taster Day; ▪ Year 10 Prefect Training; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Working Group and AL meetings.
	Wednesday	24 th January 2018	<ul style="list-style-type: none"> ▪ Ski trip; ▪ Tutorial; ▪ 2.45 p.m. Department/Team time: Year 12 report checking and amendments.
	Thursday	25 th January 2018	<ul style="list-style-type: none"> ▪ Ski trip; ▪ Pd 1 Inclusion meeting; ▪ 5.30 p.m. Year 11 Parents' Evening.
	Friday	26 th January 2018	<ul style="list-style-type: none"> ▪ Ski trip.
	Saturday	27 th January 2018	<ul style="list-style-type: none"> ▪ Ski trip (returns).

Wk 3.4	Week for:		
	<ul style="list-style-type: none"> ▪ Governors' Welfare Committee; ▪ Governors' Resources & Sustainability Committee – papers out; ▪ Year 8 Predictor Data Review (SLT); ▪ Year 12 Pupil report comments (Tutorial, Wednesday); ▪ Youth Enterprise Challenge Celebration Event. 		
	Monday	29th January 2018	<ul style="list-style-type: none"> ▪ 3.30 p.m. SLG meeting (Focus: Resources & Sustainability).
	Tuesday	30 th January 2018	<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Year Team meetings; ▪ 6.00 p.m. Governors' Welfare Committee, Sixth Form dining area.
	Wednesday	31 st January 2018	<ul style="list-style-type: none"> ▪ Tutorial: Year 12 Report Comment; ▪ 2.45 p.m. Department Time; ▪ 3.30 p.m. DHa meeting with Trade Union Representatives.
	Thursday	1 st February 2018	<ul style="list-style-type: none"> ▪ 5.00 p.m. for a 5.30 p.m. start until approximately 7.00 p.m.: Youth Enterprise Challenge Celebration Event.
Friday	2 nd February 2018	<ul style="list-style-type: none"> ▪ 	

Wk 3.5	Week for:	
	<ul style="list-style-type: none"> ▪ Governors' Resources & Sustainability Committee; ▪ Governing Body Meeting: paper preparation; ▪ PPD/PM and Year Reviews and Threshold/UPS preparation; ▪ SLT Parents' Drop-In Session (JG/DHa); ▪ Year 8 Option Talks and Parents' Evening; ▪ Year 12 Reports Home (Thursday). 	
	Monday	5th February 2018
		<ul style="list-style-type: none"> ▪ 3.30 p.m. SLT meeting; ▪ 3.30 p.m. Assistant Heads meeting; ▪ 6.00 p.m. Governors' Resources & Sustainability Committee, Sixth Form dining area.
	Tuesday	6 th February 2018
		<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting.
Wednesday	7 th February 2018	
	<ul style="list-style-type: none"> ▪ Tutorial: Full School Council; ▪ 2.45 p.m. – 4.45 p.m. PPD Workshop sessions. 	
Thursday	8 th February 2018	
	<ul style="list-style-type: none"> ▪ Year 12 Reports go home; ▪ Pd 1 Inclusion meeting; ▪ 3.30 p.m. – 5.00 p.m. Parents' Drop-in Session (JG/DHa); ▪ 5.30 p.m. Year 8 Option Talks and Parents' Evening. 	
Friday	9 th February 2018	
	<ul style="list-style-type: none"> ▪ 3.30 p.m. School closes for pupils. 	

**** END OF TERM ****

HALF TERM 4

Wk 4.1	Week for:		<ul style="list-style-type: none"> ▪ Beginning of Action Planning phase of Self-Evaluation cycle; ▪ Staff Mid-Year Performance Management Reviews (INSET Day 5); ▪ Terms of Reference Review (Week 1 of 3); ▪ Governing Body Meeting - papers out; ▪ Year 11 Reports go on-line (Monday).
	Monday	19th February 2018	<ul style="list-style-type: none"> ▪ INSET DAY 5 ▪ Year 11 Reports go on-line; ▪ Sixth Form Studio: teaching and learning event based on 2017/2018 focus areas engagement/feedback/challenge. External consultant.
	Tuesday	20 th February 2018	<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Teaching Staff meeting.
	Wednesday	21 st February 2018	<ul style="list-style-type: none"> ▪ Deadline for access applications for summer; ▪ Pd 5 Staff meeting (Support Staff), Sixth Form Studio; ▪ 2.45 p.m. Department/Team meetings.
	Thursday	22 nd February 2018	<ul style="list-style-type: none"> ▪ Tutorial; ▪ Pd 1 Inclusion meeting.
	Friday	23 rd February 2018	<ul style="list-style-type: none"> ▪

Wk 4.2	Week for:		
	<ul style="list-style-type: none"> ▪ Terms of Reference Review (Week 2 of 3); ▪ Curriculum Leaders 1:1 meetings with designated member of SLG; ▪ (Exams) Grade Collection (all Years); ▪ Governing Body Meeting. 		
	Monday	26th February 2018	<ul style="list-style-type: none"> ▪ Grade Collection (all Years); ▪ 3.30 p.m. SLG meeting (Focus: General).
	Tuesday	27 th February 2018	<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Middle Leaders Group meeting.
	Wednesday	28 th February 2018	<ul style="list-style-type: none"> ▪ 2.45 p.m. Department/Team meetings; ▪ 3.30 p.m. – 5.00 p.m. Grade Collection 2.
	Thursday	1 st March 2018	<ul style="list-style-type: none"> ▪ Tutorial: Form Group School Council; ▪ 7.00 pm Governing Body meeting, Rooms 9/10 Sixth Form building.
Friday	2 nd March 2018	<ul style="list-style-type: none"> ▪ 	

Wk 4.3	Week for:		
	<ul style="list-style-type: none"> ▪ Terms of Reference Review (Week 3 of 3); ▪ (Exams) Grade Collection follow-up (all Years); ▪ Achievement Leaders 1:1 meetings with designated member of SLG; ▪ Spring Term Chairs' Forum; ▪ Year 10 Parents' Evening. 		
	Monday	5th March 2018	<ul style="list-style-type: none"> ▪ 3.30 p.m. SLT meeting; ▪ 3.30 p.m. Assistant Heads meeting.
	Tuesday	6 th March 2018	<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting.
	Wednesday	7 th March 2018	<ul style="list-style-type: none"> ▪ 2.45 p.m. Department/Team time: Year 11 report checking and amendments. Grade Collection follow-up (all Years); ▪ 7.00 p.m. – 9.00 p.m. Spring Term Chairs' Forum (DHa).
	Thursday	8 th March 2018	<ul style="list-style-type: none"> ▪ Tutorial; ▪ Pd 1 Inclusion meeting; ▪ 5.30 p.m. Year 10 Parents' Evening.
Friday	9 th March 2018	<ul style="list-style-type: none"> ▪ 	

Wk 4.4	Week for:	
	<ul style="list-style-type: none"> ▪ (Exams) Year 7, 8 and 9 Mock Examinations (Wk 1 of 2); ▪ Year 11 Pupil report comments (Tutorial, Thursday). 	
	Monday	12th March 2018
		<ul style="list-style-type: none"> ▪ Year 7, 8 and 9 Mock Examinations; ▪ 3.30 p.m. SLG meeting (Focus: General).
	Tuesday	13 th March 2018
		<ul style="list-style-type: none"> ▪ Year 7, 8 and 9 Mock Examinations; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Working Group and AL meetings.
Wednesday	14 th March 2018	
	<ul style="list-style-type: none"> ▪ Year 7, 8 and 9 Mock Examinations; ▪ 2.45 p.m. Department/Team Time; ▪ 3.30 p.m. DHa meeting with Trade Union Representatives. 	
Thursday	15 th March 2018	
	<ul style="list-style-type: none"> ▪ Year 7, 8 and 9 Mock Examinations; ▪ Tutorial: Year 11 Pupil Report Comments. 	
Friday	16 th March 2018	
	<ul style="list-style-type: none"> ▪ Year 7, 8 and 9 Mock Examinations; 	

Wk 4.5	Week for:	
	<ul style="list-style-type: none"> ▪ (Exams) Year 7, 8 and 9 Mock Examinations (Wk 2 of 2); ▪ Governors' Resources & Sustainability Committee (Budget Setting) – paper preparation; ▪ SLT Parents' Drop-in Session (JG/DHa); ▪ Year 11 Predictor Data Review (SLT); ▪ Year 11 Reports Home (Thursday); ▪ Year 11 Trip to the Bay of Naples (Humanities Department); ▪ Year 12 and 13 Parents' Evening (Wednesday). 	
Monday	19th March 2018	<ul style="list-style-type: none"> ▪ Year 7, 8 and 9 Mock Examinations; ▪ 3.30 p.m. SLG meeting (Focus: Resources & Sustainability).
Tuesday	20 th March 2018	<ul style="list-style-type: none"> ▪ Year 7, 8 and 9 Mock Examinations; ▪ Year 11 Trip to the Bay of Naples; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Year Team meetings.
Wednesday	21 st March 2018	<ul style="list-style-type: none"> ▪ Year 7, 8 and 9 Mock Examinations; ▪ Year 11 Trip to the Bay of Naples; ▪ 2.45 p.m. Department/Team time; ▪ 3.30 p.m. – 5.00 p.m. Parents' Drop-in Session (JG/DHa); ▪ 5.30 p.m. Year 12 and 13 Parents' Evening.
Thursday	22 nd March 2018	<ul style="list-style-type: none"> ▪ Year 7, 8 and 9 Mock Examinations; ▪ Year 11 reports go home; ▪ Year 11 Trip to the Bay of Naples; ▪ Tutorial: Full School Council; ▪ Pd 1 Inclusion meeting; ▪ ML Grade Collection analysis and Script deadline.
Friday	23 rd March 2018	<ul style="list-style-type: none"> ▪ Year 7, 8 and 9 Mock Examinations; ▪ Year 11 Trip to the Bay of Naples; ▪ School closes for pupils after afternoon registration.
Saturday	24 th March 2018	<ul style="list-style-type: none"> ▪ Year 11 Trip to the Bay of Naples (return)

***** END OF TERM *****

SUMMER TERM - HALF TERM 5

Wk 5.1	Week for:	
	<ul style="list-style-type: none"> ▪ Reminder to PPD/PM reviewers and reviewees regarding preparation for Annual Review in October; ▪ Arrange preparation and further training for reviewers and reviewees; ▪ (Exams) Check exam dates are correct on the website; ▪ Governors' Standards & Effectiveness Committee – paper preparation; ▪ Governors' Resources & Sustainability Committee (Budget Setting) – papers out; ▪ Year 13 Predictor Data Review (SLT). 	
	Monday	9th April 2018
		<ul style="list-style-type: none"> ▪ Check exam dates are correct on the website; ▪ 3.30 p.m. SLG meeting (Focus: Resources & Sustainability – Budget Setting).
	Tuesday	10 th April 2018
		<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Staff Meeting (Teachers), Sixth Form Studio.
Wednesday	11 th April 2018	
	<ul style="list-style-type: none"> ▪ Pd 5 Staff meeting (Support Staff), Sixth Form Studio; ▪ 2.45 p.m. Department/Team time. 	
Thursday	12 th April 2018	
	<ul style="list-style-type: none"> ▪ Pd 1 Inclusion meeting. 	
Friday	13 th April 2018	
	<ul style="list-style-type: none"> ▪ Tutorial. 	

Wk 5.2	Week for:		<ul style="list-style-type: none"> ▪ Curriculum Leaders 1:1 meetings with designated member of SLG; ▪ (Exams) Up/downgrade deadline for BTEC (Wednesday); ▪ Governors' Resources Committee (Budget Setting); ▪ Governors' Resources & Sustainability Committee (Budget Setting Reserve) – paper preparation; ▪ Governors' Standards & Effectiveness Committee – papers out; ▪ Hothersall Lodge Study Weekend; ▪ Year 9 Reports go on-line (Monday).
	Monday	16th April 2018	<ul style="list-style-type: none"> ▪ Year 9 Reports go on-line; ▪ 3.30 p.m. SLG meeting - Focus: Standards & Effectiveness); ▪ 6.00 p.m. Governors' Resources Committee (Budget Setting), Sixth Form dining area.
	Tuesday	17 th April 2018	<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Middle Leaders Group meeting.
	Wednesday	18 th April 2018	<ul style="list-style-type: none"> ▪ Up/downgrade deadline for BTEC; ▪ 2.45 p.m. Department/Team meetings.
	Thursday	19 th April 2018	<ul style="list-style-type: none"> ▪
	Friday	20 th April 2018	<ul style="list-style-type: none"> ▪ Tutorial: Form Group School Council; ▪ Hothersall Lodge Study Weekend

	Saturday	21 st April 2018	<ul style="list-style-type: none"> ▪ Hothersall Lodge Study Weekend
	Sunday	22 nd April 2018	<ul style="list-style-type: none"> ▪ Hothersall Lodge Study Weekend

Wk 5.3	Week for:	
	<ul style="list-style-type: none"> ▪ Achievement Leaders 1:1 meetings with designated member of SLG; ▪ Governors' Welfare Committee – papers paper preparation; ▪ Governors' Resources & Sustainability Committee (Budget Setting Reserve) – papers out; ▪ Governors' Standards & Effectiveness Committee; ▪ SLT Parents' Drop-in Session (JG/DHa); ▪ Year 7 Parents' Evening. 	
	Monday	23rd April 2018
		<ul style="list-style-type: none"> ▪ 3.30 p.m. SLG meeting (Focus: Resources & Sustainability [Budget Setting Reserve], or General) ▪ 6.00 p.m. Governors' Standards & Effectiveness Committee meeting, Sixth Form dining area.
	Tuesday	24 th April 2018
		<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting.
Wednesday	25 th April 2018	
	<ul style="list-style-type: none"> ▪ 2.45 p.m. – 4.45 p.m. PPD Workshop sessions. 	
Thursday	26 th April 2018	
	<ul style="list-style-type: none"> ▪ Pd 1 Inclusion meeting; ▪ 3.30 p.m. – 5.00 p.m. Parents' Drop-in Session (JG/DHa); ▪ 5.30 p.m. Year 7 Parents' Evening. 	
Friday	27 th April 2018	
	<ul style="list-style-type: none"> ▪ Tutorial. 	

Wk 5.4	Week for:		
	<ul style="list-style-type: none"> ▪ (Exams) Grade Collection (Year 11 and Year 13 only); ▪ Governors' Welfare Committee – papers out; ▪ Governors' Resources & Sustainability Committee (Budget Setting Reserve). 		
	Monday	30th April 2018	<ul style="list-style-type: none"> ▪ Grade Collection (Year 11 and Year 13 only); ▪ 3.30 p.m. SLG (Focus: Welfare); ▪ 6.00 p.m. Governors' Resources & Sustainability Committee meeting (Budget Setting Reserve), Sixth Form dining area.
	Tuesday	1 st May 2018	<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting.
	Wednesday	2 nd May 2018	<ul style="list-style-type: none"> ▪ 2.45 p.m. Department/Team time: Year 9 Report checking/ amendments; ▪ 3.30 p.m. – 5.00 p.m. Grade Collection 3a.
	Thursday	3 rd May 2018	<ul style="list-style-type: none"> ▪
Friday	4 th May 2018	<ul style="list-style-type: none"> ▪ Tutorial: Full School Council. 	

Wk 5.5	Week for:		
	<ul style="list-style-type: none"> ▪ (Exams) Grade Collection follow-up (Year 11 and Year 13 only); ▪ Governors' Welfare Committee; ▪ Year 9 Pupil report comments (Tutorial, Friday). 		
	Monday	7th May 2018	▪ BANK HOLIDAY
	Tuesday	8 th May 2018	<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Working Group meetings; ▪ 6.00 p.m. Governors' Welfare Committee meeting, Sixth Form dining area.
	Wednesday	9 th May 2018	▪ 2.45 p.m. Department/Team time. Grade Collection follow-up (Year 11 and Year 13 only).
	Thursday	10 th May 2018	▪ Pd 1 Inclusion meeting.
Friday	11 th May 2018	▪ Tutorial: Year 9 Pupil Report comments.	

Wk 5.6	Week for:	
	<ul style="list-style-type: none"> ▪ (Exams) (Year 10, 11, 12 and 13); ▪ Year 9 Reports go home (Thursday). 	
	Monday	14th May 2018
		<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ 3.30 p.m. SLT meeting; ▪ 3.30 p.m. Assistant Heads meeting.
	Tuesday	15 th May 2018
		<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Year Team meetings.
	Wednesday	16 th May 2018
	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ 2.45 p.m. Department/Team time. 	
Thursday	17 th May 2018	
	<ul style="list-style-type: none"> ▪ Year 9 reports go home; ▪ Year 10, 11, 12 and 13 Exams; ▪ 3.30 p.m. DHa meeting with Trade Union Representatives; ▪ ML GC Analysis and script deadline. 	
Friday	18 th May 2018	
	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Tutorial. 	

Wk 5.7	Week for:	
	<ul style="list-style-type: none"> ▪ (Exams) (Year 10, 11, 12 and 13); ▪ Governing Body – paper preparation. 	
	Monday	21st May 2018
		<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ 3.30 p.m. SLG meeting (Focus: General).
	Tuesday	22 nd May 2018
		<ul style="list-style-type: none"> ▪ Year 7 Mentor training in AG6 studio. ▪ Year 10, 11, 12 and 13 Exams; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Middle Leaders meeting.
Wednesday	23 rd May 2018	
	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ 2.45 p.m. – Department/Team time. 	
Thursday	24 th May 2018	
	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Pd 1 Inclusion meeting. 	
Friday	25 th May 2018	
	<ul style="list-style-type: none"> ▪ Tutorial; ▪ Year 10, 11, 12 and 13 Exams; ▪ 3.30 p.m. School closes for pupils. 	

**** END OF TERM ****

HALF TERM 6

Wk 6.1	Week for:	
	<ul style="list-style-type: none"> ▪ Achievement Leaders 1:1 meetings with designated member of SLG; ▪ Exams (Year 10, 11, 12 and 13); ▪ Governing Body meeting – papers out; ▪ Year 7 and Year 10 Reports go on-line (Monday). 	
	Monday	4th June 2018
		<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Year 7 and Year 10 Reports go-online; ▪ Tutorial; ▪ 3.30 p.m. SLG meeting (Focus: General).
	Tuesday	5 th June 2018
		<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Staff meeting (Teachers), Sixth Form Studio.
Wednesday	6 th June 2018	
	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Pd 5 Staff meeting (Support Staff), Sixth Form Studio; ▪ 2.45 p.m. Department/Team meetings. 	
Thursday	7 th June 2018	
	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Pd 1 Inclusion meeting. 	
Friday	8 th June 2018	
	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams. 	

Wk 6.2	Week for:	
	<ul style="list-style-type: none"> ▪ Review of Threshold and UPS Progression arrangements for the Autumn Term; ▪ Curriculum Leaders 1:1 meetings with designated member of SLG; ▪ Exams (Year 10, 11, 12 and 13); ▪ Governors' Resources & Sustainability Committee – paper preparation; ▪ Governing Body Meeting. 	
	Monday	11th June 2018
		<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ 3.30 p.m. SLT meeting; ▪ 3.30 p.m. Assistant Heads meeting.
	Tuesday	12 th June 2018
		<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Tutorial: Form Group School Council; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Working Group and AL meetings.
Wednesday	13 th June 2018	
	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ 2.45 p.m. – 4.45 p.m. Whole Staff INSET: staff research based on research objectives set in October 2017. 	
Thursday	14 th June 2018	
	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ 7.00 p.m. Governing Body Meeting, Rooms 9/10 Sixth Form building. 	
Friday	15 th June 2018	
	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams. 	

Wk 6.3	Week for:	
	<ul style="list-style-type: none"> ▪ Exams (Year 10, 11, 12 and 13); ▪ (Exams) Grade Collection (Year 7,8,9,10 and 12); ▪ Governors' Resources & Sustainability Committee – papers out; ▪ Publication of proposed arrangements for review of Threshold and UPS Progression arrangements for the Autumn Term; ▪ Year 10 trip to the Battlefields (Humanities Dept). 	
	Monday	18th June 2018
	Tuesday	19 th June 2018
	Wednesday	20 th June 2018
	Thursday	21 st June 2018
	Friday	22 nd June 2018

	Saturday	23rd June 2018	Year 10 trip to the Battlefields (Humanities Department)
	Sunday	24 th June 2018	

Wk 6.4	Week for: <ul style="list-style-type: none"> ▪ (Exams) (Year 10 and 12 Mock Exams) (Week 1 of 2); ▪ (Exams) (Year 10, 11, 12 and 13); ▪ (Exams) Grade Collection follow-up (Year 7,8,9,10,12); ▪ Governors' Resources & Sustainability Committee; ▪ Year 10 Predictor Data Review (SLT); ▪ Year 10 Pupil report comments (Tutorial, Thursday); ▪ Sports Day; ▪ Year 11 Dinner. 	
Monday	25th June 2018	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Year 10 and Year 12 Summer Mock Exams; ▪ 3.30 p.m. SLG meeting (Focus: General); ▪ 6.00 p.m. Governors' Resources & Sustainability Committee, Sixth Form dining area.
Tuesday	26 th June 2018	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Year 10 and Year 12 Summer Mock Exams; ▪ Pds 1 and 2 SLT meeting.
Wednesday	27 th June 2018	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Year 10 and Year 12 Summer Mock Exams; ▪ 2.45 p.m. Department/Team Time: Year 7 Report checking and amendments. Grade Collection follow-up (Year 7,8,9,10,12).
Thursday	28 th June 2018	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Year 10 and Year 12 Summer Mock Exams; ▪ Tutorial: Year 10 Pupil Report comments; ▪ Year 11 Dinner.
Friday	29 th June 2018	<ul style="list-style-type: none"> ▪ Year 10, 11, 12 and 13 Exams; ▪ Year 10 and Year 12 Summer Mock Exams; ▪ Sports Day.

Wk 6.5	Week for: <ul style="list-style-type: none"> ▪ (Exams) Deadline for sets for next academic year; (Tuesday); ▪ SLT Parents' Drop-in Session (JG/DHa); ▪ Year 6 Transition/Induction Day; ▪ Year 6 Transition Day followed by Induction Parents' Information Evening; ▪ Year 7 Pupil report comments (Tutorial, Friday); ▪ Year 9 Parents' Evening; ▪ Year 10 and Year 12 Summer Mock Exams (Week 2 of 2); ▪ Year 10 Reports Home (Friday); ▪ Year 12 Induction Day; ▪ Year 12 Predictor Data Review (SLT); ▪ Year 13 Leavers Assembly p.m. 	
	Monday	2nd July 2018 <ul style="list-style-type: none"> ▪ Year 10 and Year 12 Summer Mock Exams; ▪ 3.30 p.m. SLG meeting (Focus: General).
	Tuesday	3rd July 2018 <ul style="list-style-type: none"> ▪ Year 10 and Year 12 Summer Mock Exams; ▪ Deadline for sets for next academic year; ▪ Year 6 Transition/Induction Day; ▪ Pds 1 and 2 SLT meeting; ▪ 6.30 p.m. Year 6 Transition/ Induction Parents' Information Evening.
	Wednesday	4th July 2018 <ul style="list-style-type: none"> ▪ Year 10 and Year 12 Summer Mock Exams; ▪ 2.45 p.m. Department/Team time; ▪ 3.30 p.m. DHa meeting with Trade Union Representatives; ▪ 3.30 p.m. – 5.00 p.m. Parents' Drop-in Session (JG/DHa); ▪ 5.30 p.m. Year 9 Parents' Evening;
	Thursday	5th July 2018 <ul style="list-style-type: none"> ▪ Year 10 and Year 12 Summer Mock Exams; ▪ Pd 1 Inclusion meeting; ▪ Year 13 Leavers Assembly: lunchtime onwards; ▪ ML GC Analysis and script update.
	Friday	6th July 2018 <ul style="list-style-type: none"> ▪ Year 10 and Year 12 Summer Mock Exams; ▪ Tutorial: Year 7 pupil report comments; ▪ Year 10 reports go home; ▪ Year 12 Induction Day.

Wk 6.6	Week for:	
	<ul style="list-style-type: none"> ▪ Enterprise Week; ▪ Year 7 Reports Home (Thursday); ▪ Year 7 Chocolate Day. 	
	Monday	9th July 2018
		<ul style="list-style-type: none"> ▪ Enterprise Week; ▪ 3.30 p.m. SLG meeting (Focus: General).
	Tuesday	10 th July 2018
		<ul style="list-style-type: none"> ▪ Enterprise Week; ▪ Year 7 Chocolate Day; ▪ Pds 1 and 2 SLT meeting; ▪ 3.30 p.m. – 5.00 p.m. Middle Leaders Group meeting;
Wednesday	11 th July 2018	
	<ul style="list-style-type: none"> ▪ Enterprise Week; ▪ Year 7 Chocolate Day; ▪ 2.45 p.m. Department/Team time. 	
Thursday	12 th July 2018	
	<ul style="list-style-type: none"> ▪ Enterprise Week; ▪ Year 7 reports go home. 	
Friday	13 th July 2018	
	<ul style="list-style-type: none"> ▪ Enterprise Week. 	

Wk 6.7	Week for:	
	<ul style="list-style-type: none"> ▪ CEPA Summer Concert; ▪ Year 7, 8, and 9 Rewards trips; ▪ Year 7, 8, 9, 10 and 12 Celebration Event. 	
	Monday	16th July 2018
		<ul style="list-style-type: none"> ▪ 3.30 p.m. SLG meeting (Focus: General).
	Tuesday	17 th July 2018
		<ul style="list-style-type: none"> ▪ Pds 1 and 2 SLT meeting; ▪ 7.30 p.m. CEPA Summer Concert.
Wednesday	18 th July 2018	
	<ul style="list-style-type: none"> ▪ Year 7, 8, and 9 Rewards trips; ▪ 2.45 p.m. Department/Team time. 	
Thursday	19 th July 2018	
	<ul style="list-style-type: none"> ▪ Pd 1 Inclusion meeting; ▪ Year 7, 8, 9, 10 and 12 Celebration Event. 	
Friday	20 th July 2018	
	<ul style="list-style-type: none"> ▪ School closes for pupils after afternoon registration. 	

****** END OF TERM ******

Exam Information

EDI GCE: Wednesday 15th August 2018

GCE Results Day: Thursday 16th August 2018

EDI GCSE: Wednesday 22nd August 2018

GCSE Results Day: Thursday 23rd August 2018

12 noon Priority Access to Script deadline: Thursday 23rd August 2018