

STAFF CALENDAR 2023/2024



AUGUST 2023



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Holiday	2 Holiday	3 Holiday	4 Holiday
	7 Holiday	8 Holiday	9 Holiday	10 Holiday	11 Holiday
	14 Holiday	15 Holiday	16 Holiday	17 Holiday	18 Holiday
	21 Policy Review Day - Governors	22 Holiday	23 Holiday	24 Holiday	25 Holiday
	28 Bank Holiday	29 TCES Company Conference & Training	30 TCES Company Conference & Training	31 TCES Company Conference & Training	1 TCES Company Conference & Training Commercial Board -(CIC)

Bank Holiday

School Holidays

INSET Days

Training Days

Optional
dates to
observe

SEPTEMBER 2023



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Start Yr6 + Yr9 Pre-meetings for transition	4 Inset Day (Teaching & Learning)	5 Pupil Induction Governors Planning Day 1	6	7	8 Safeguarding Training (All Schools & Services)
School Wide Exam Analysis	11	12 B&F NWL B&F NOS Governors Planning Day 2	13 B&F NP B&F ELS	14 B&F CIC	15 Designated Safeguarding Lead Training Heads report 22/23 submission
SIP/SEF/SDP review Calendar all Annual Reviews	18	19 Safeguarding Away Day	20	21 L3 Award Training	22 L3 Award Training
LEADERSHIP WEEK					
SDQS. Pupil Baselining. Complete Pupil Premium Proposals	25 Commercial Board - (NWL)	26	27	28 All Schools & Services Family Council Meeting	29 MDG
KPI SETTING WEEK SLT					

Bank Holiday

School Holidays

INSET Days

Training Days

Optional
dates to
observe

06 National Read a Book Day
08 International Literacy Day
10 World Suicide Prevention Day
15 International Day of Democracy

16 National TA Day
21 International Day of Peace
21 National Fitness Day
24/25 Yom Kippur

30 Macmillan
Coffee

OCTOBER 2023



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Black History Month. Learning walk & book scrutiny. Pupil Baseline. Invigilator training Pupil premium SENCO to QA. Pathway plan review. Open Day this month.	2	3 Peer Inspection ELS	4 Peer Inspection ELS	5 Peer Inspection ELS L3 Award Training	6 L3 Award Training
	KPI Setting Week Teachers & Group Co-Ordinators/ Baseline Assessments				
	9	10 Peer Inspection NOS	11 Peer Inspection NOS	12	13 LIFE Away Day
	KPI Setting Teachers & TAs/ Baseline Assessments /Mock Exams Week				
Year 6 and Yr9 Pre-meetings complete by end of week. Send Success Reports.	16 Peer Inspection NWL	17 Peer Inspection NWL	18 Peer Inspection CIC	19 Peer Inspection CIC All Schools & Services Family Council Meeting	20 Inset Day (Wellbeing)
	BASELINE DATA INPUT				
	23 Holiday	24 Holiday	25 Holiday	26 Holiday	27 Holiday National Mentoring Day
Learning Walk & Book Scutiny.	30	31 B&F NWL B&F NOS			
	BASELINE DATA REVIEW / PUPIL SAFE SPACE WEEK (All Schools & Services)				

Bank Holiday

School Holidays

INSET Days

Training Days

Optional
dates to
observe

02-31 Black History Month
 02-09 European Dyslexia Awareness Week
 05 World Teachers Day
 05 Dyslexia Awareness Day

10 World Mental Health Day
 11 National Coming Out Day
 23 Dussehra
 27 National Mentoring day

NOVEMBER 2023



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Governors meeting with counterparts this month. Yr6 & 9 Annual Reviews to be completed. Access arrangements. Yr 11/P16 pre-meetings. Yr 11/P16 additional year proposals. Learning Walk & Book Scrutiny			1 B&F NP B&F ELS	2 B&F CIC Safety Intervention Training Day 1	3 Safety Intervention Training Day 2
	BASELINE DATA REVIEW				
GCSE Exams. 6th Form Open Evening & Careers - SLT Book football tournament venue/transport/kits/medals/trophies Family Questionnaire Week	6 Commercial Board - (ELS)	7	8	9 L3 Award Training	10 L3 Award Training
	13	14	15 All Schools & Services Family Council Meeting	16	17 MDG
ANTI-BULLYING WEEK / GLOBAL ENTREPRENEURSHIP WEEK					
	20	21	22	23	24 Inset Day (Teaching & Learning)
	SUPERVISION WEEK				
Yr6 + Yr9 Annual Review to be completed. Yr9 Careers interview. Pupil Assessment 1 Mock Exams.	27	28	29	30 L3 Award Training	
	SUPERVISION WEEK				

Bank Holiday

School Holidays

INSET Days

Training Days

Optional dates to observe

1 World Vegan Day
 1 All Saints Day
 5 Bonfire Night
 11 Remembrance Day

2 Diwali
 19 International Mens Day
 23 Thanksgiving (USA)

DECEMBER 2023



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Yr6 + Yr9 Annual Review to be completed. Pupil Assessment 1. Mock Exams. SIP/SEF/SDP review meeting. Calendar All Annual Reviews. Pupil Induction Day Planning					1 L3 Award Training
Boxall Completion	4	5 International Volunteers Day	6	7	8 Inset Day (Wellbeing) Christmas Party
SUPERVISION WEEK / DATA DROP					
Yr 11/P16 additional year proposals	11	12	13	14 All Schools & Services Family Council Meeting	15 B&F NWL Clinical Away Day
SUPERVISION WEEK / DATA DROP					
End of term reports to be sent	18 Commercial Board - (NOS)	19 B&F NP B&F ELS	20 B&F CIC	21 Holiday	22 Holiday
	25 Bank Holiday	26 Bank Holiday	27 Holiday	28 Holiday	29 Holiday

Bank Holiday

School Holidays

INSET Days

Training Days

Optional dates to observe

- 1 World Aids Day
- 6 St. Nicholas' Day
- 8 Christmas Jumper Day
- 8 Bodhi Day

JANUARY 2024



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Yr11/P16 Annual Reviews with additional year meetings. Code of Conduct refresher. Submit HT report. Pathway Plan Review Open Day this month	1 Bank Holiday	2 Pupil Induction Day	3	4	5 Safeguarding Training (All Schools & Services)
Access Arrangements deadline. Learning Walk & Book Scrutiny	8	9	10	11 Safety Intervention Training Day 1 All Schools & Services Family Council Meeting	12 Safety Intervention Training Day 2 HT Reports to Governors
Proposal to Borough - deadline additional years	15	16 Safeguarding Away Day	17	18 L3 Award Training	19 L3 Award Training Internal Exam Entries
CULTURE WEEK					
Exam Entries to be submitted to Exam Boards	22	23 NWL Governors Committee	24 NOS Governors Committee NP Governors Committee	25 ELS Governors Committee L3 Certificate Training	26 L3 Certificate Training
KPI REVIEW					
	29	30 B&F NWL B&F NOS	31 B&F NP B&F ELS		
KPI REVIEW					

Bank Holiday

School Holidays

INSET Days

Training Days

Optional dates to observe

25 Burns Night
27 Holocaust Memorial Day

FEBRUARY 2024



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LGBT History Month. Additional years issues to be addressed				1 B&F CIC L3 Award Training	2 MDG L3 Award Training
11th International day of Women & Girls in Science	5	6 NWL Governors including learning walk & book scrutiny	7 NWL Governors including learning walk & book scrutiny L3 Certificate Training	8 L3 Certificate Training	9 Inset Day (Wellbeing)
KPI REVIEW / NATIONAL APPRENTICESHIP WEEK					
	12 Holiday	13 Holiday	14 Holiday	15 Holiday	16 Holiday
Invigilator training 2 Funding not agreed letters to LA	19 Inset Day (Teaching & Learning) Education, Clinician, Life Leads, TA/TEPS/TIP/SENDSCO Safety Intervention Training Day 1	20 ELS Governors including learning walk & book scrutiny	21 B&F NOS ELS Governors including learning walk & book scrutiny	22 B&F CIC All Schools & Services Family Council Meeting Safety Intervention Training Day 2	23 Clinical Away day
SIP/SEF/SDP review meeting	26 Commercial Board Governors - (CIC)	27 B&F NWL CIC Governors including learning walk & book scrutiny	28 B&F ELS CIC Governors including learning walk & book scrutiny	29 B&F NP L3 Award Training	

Bank Holiday

School Holidays

INSET Days

Training Days

Optional dates to observe

1-29 LGBT+ History Month
2 NSPCC number Day
4 World Cancer Day
6 International day of zero tolerance to FGM

6-7 Lailat al Miraj
6-13 Childrens Mental Health Week
13 Pancake Day/Shrove Tuesday
14 Ash Wednesday
14 Valentine's Day

15 Parinirvana Day
17 International Care Day

MARCH 2024



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Additional years funding confirmation required					1 Parent Carer Open Day & Post 16 L3 Award Training
Learning walk & book scrutiny	4	5 NP Governors including learning walk & book scrutiny	6 NP Governors including learning walk & book scrutiny	7 NOS Governors including learning walk & book scrutiny L3 Certificate Training	8 NOS Governors including learning walk & book scrutiny LIFE Away Day L3 Certificate Training
SECOND ASSESSMENT WEEK / NATIONAL CAREERS WEEK					
	11	12	13 Cross Company Football Tournament	14	15 Inset Day (Wellbeing)
SUPERVISION WEEK / SECOND ASSESSMENT WEEK / BRITISH SCIENCE WEEK					
Boxall completion. Pupil assessment 2. Mock Exams. Pathway Plan review	18	19	20 Designated Safeguarding Lead Training All Schools & Services Family Council Meeting	21 L3 Award Training	22 L3 Award Training L3 Certificate Training pm
SUPERVISION WEEK / DATA DROP					
Pupil Assessment 2. Mock Exams. Pupil Induction Day planning. End of term reports to be sent	25	26 B&F NWL B&F NOS	27 B&F NP B&F ELS	28 B&F CIC	29 Good Friday Bank Holiday
SUPERVISION WEEK / DATA DROP / CULTURAL WEEK					

Bank Holiday

School Holidays

INSET Days

Training Days

Optional dates to observe

1 Zero Discrimination Day
1 St. David's Day
7 World Book Day
8 National Child Care Day

10 Mother's Day
11 March-9 April Ramadan
17 St. Patrick's Day
21 World Poetry Day

25 Holi - hindu
25-27 Holi - Mohalia - sikh

APRIL 2024



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Easter Monday Bank Holiday	2 Holiday	3 Holiday	4 Holiday	5 Holiday
	8 Holiday	9 Holiday	10 Holiday	11 Holiday	12 Holiday
Calendar All Annual Reviews. SIP/SEF/SDP review meeting. School timetable to be prepared for Sept 24/25. Code of Conduct refresher. Learning walk & book scrutiny.	15 Pupil Induction Commercial Board - (NWL)	16	17	18 Safety Intervention Training Day 1 All Schools & Services Family Council Meeting	19 Safety Intervention Training Day 2
Curriculum and Assessment Review Learning walk & book scrutiny. Additional years funding confirmation required.	22	23 B&F NWL B&F NOS	24 B&F NP B&F ELS	25 B&F CIC L3 Award Training	26 HT report to Governors L3 Award Training
PUPIL SAFE SPACE WEEK, ALL SCHOOLS & SERVICES					
Family questionnaire week	29	30			

Bank Holiday

School Holidays

INSET Days

Training Days

Optional dates to observe

2 World Autism Day
9-10 Eid al-Fitr
22 Start of Passover
23 St, George's Day

Last 5 odd-numbered nights of Ramadan Laylat al Qadr - Islam

MAY 2024



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Governor meeting with Counterpart this month. Calendar All Annual Reviews. Additional years funding confirmation required.			1	2 L3 Certificate Training	3 L3 Certificate Training Safeguarding Training
Post Exam timetable for pupils. Prep for transition week.	6 Bank Holiday	7	8	9	10 MDG
SUPERVISION					
In-school exam results planning day. Pathway Plan review.	13	14	15	16	17
Pupil planning induction day for Sept. Success reports to be sent.	20	21 B&F NWL B&F NOS	22	23 B&F NP B&F ELS All Schools & Services Family Council Meeting	24 B&F CIC
SUPERVISION					
	27 Bank Holiday	28 Holiday	29 Holiday	30 Holiday	31 Holiday

Bank Holiday

School Holidays

INSET Days

Training Days

Optional dates to observe

08 Global Day of Parents
12-13 Yom Ha'Atzmaut
23 Vesak
26 Trinity Sunday

JUNE 2024



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Additional years funding confirmation required. Questionnaire response week.	3	4	5	6 L3 Award Training	7 L3 Award Training LIFE Away Day
Learning walk & book scrutiny.	10	11	12	13 L3 Certificate Training	14 L3 Certificate Training
Learning walk & book scrutiny. Pupil Assessment 3. 23rd International Women in Engineering Day.	17	18 Govenors Committee Final Review ELS	19 Govenors Committee Final Review NOS	20 Govenors Committee Final Review NWL	21 Clinical Away Day
THIRD ASSESSMENT					
Boxall completion. End of term reports reminder.	24 Commercial Board - (ELS)	25 B&F NWL (Budget) B&F NOS (Budget) All Schools & Services Family Council Meeting	26 B&F NP (Budget) B&F ELS (Budget)	27 B&F CIC (Budget)	28 Inset Day (Wellbeing)
Arts Week KPI Final Review / Third Assessment / Work Experience Week					

Bank Holiday

School Holidays

INSET Days

Training Days

Optional dates to observe

5 World Environment Day
16 Father's Day
16-17 Eid al-Adhaday

JULY 2024



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Book Celebration Day, venue/tshirts/transport/medals/trophies/lunch. Additional years funding confirmation required.	1	2	3	4	5 MDG
	KPI FINAL REVIEW / WORK EXPERIENCE WEEK				
Transition Week. SIP/SEF/SDP review meeting. Pathway Plan review. End of term reports to be sent.	8	9	10 B&F NWL sign off B&F NOS sign off End of year Family Council lunch	11 B&F NP sign off B&F ELS sign off	12 Primary Graduation L3 Certificate Training pm
	KPI FINAL REVIEW / AWARDS WEEK / DATA DROP / PUPIL TRANSITION WEEK / WORK EXPERIENCE WEEK				
	15 Commercial Board Governors - NOS	16 CIC Graduation	17 ELS Graduation	18 NWL Graduation B&F CIC sign off	19
	DATA DROP / PUPIL TRANSITION / WORK EXPERIENCE WEEK				
	22 Transition Years Celebration Day	23 Celebration Day	24 Holiday	25 Holiday	26 Holiday
	29 Holiday	30 Holiday	31 Holiday		

Bank Holiday

School Holidays

INSET Days

Training Days

Optional dates to observe

04 Independence Day (USA)

AUGUST 2024



Priority for this week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Holiday	2 Holiday
	5 Holiday	6 Holiday	7 Holiday	8 Holiday	9 Holiday
	12 Holiday	13 Holiday	14 Holiday	15 Holiday	16 Holiday
	19 Holiday	20 Holiday	21 Holiday	22 Holiday GCSE Results Day	23 Holiday
	26 Bank Holiday	27 Holiday	28 Holiday	29 TCES Company Conference & Training	30 TCES Company Conference & Training

Bank Holiday

School Holidays

INSET Days

Training Days

Optional
dates to
observe