

Week beginning	Teaching & Learning	Formative Assessment Cycle	Summative Assessment Cycle	Data Entry Requirements	HOD's/SLT LM Tasks	Data Manager	SLT Assessment	RAP/Accountability	Miscellaneous Events
9/4/2017						Yr 7 to 13 Reports Issued to students Class Data sheets issued to teachers	Yr 11 Target Group Review Yr 10 Target Group Review	RAP: ENG, MAT, SCI	
9/11/2017					HOD/SLT LM review SUM 2 & External Data		AUT 2 Data Review JEN, TMI, HOD's, YPO? SLT Assessment/SLT H06 Review 1 to 1's	RAP: KS3, HUM, BS, MFL	Assessment Tutor Review week
9/18/2017		1st Three weekly Yellow sheet completed		Class teacher upate Tracker with annotated data: Targets to close gaps Teacher & HOD Upload all 1 to 1 review sheets to Sharepoint AWA			Departmental Analysis shared with HOD/SLT LM & SLT Pastoral Analysis Shared with DOP/IC/SLT LM & SLT	RAP:IT/CP	DOP/HOD Progress Training
9/25/2017	Formative Retsach and close gaps Identified				HOD/SLT LM review yellow sheet data and targets	Prepare data for DOP Pastoral progress review	ATL Challenge Week & Assessment Assemblies		Assessment Tutor Review week
9/2/2017					SLTLM to Present Tracker at SLT	KS3 Tracker Review with KS3 Lead	Pastoral Progress review with DOP SLT ASS/SLT H06	RAP: KS3, MU , 6th Form	
10/9/2017		2nd Three weekly Yellow sheet completed	Interim Assesment -AUT 1	Class teacher upate Tracker with annotated data: Targets to close gaps		KS4 Tracker Review with each HOD UPDATE GRADE BOUDARIES		RAP: KS3, MU , 6th Form, MFL,BS	
10/16/2017	Formative Retsach and close gaps Identified				HOD/SLT LM review yellow sheet data and targets	KS5 Tracker Review Subject Lead UPDATE GRADE BOUDARIES		RAP: CP, P,ACA,	
October Holiday									
11/1/2017							Yr 7 to 11 Parental Workshop		
11/6/2017		3rd Three weekly Yellow sheet completed		Class teacher upate Tracker with annotated data: Targets to close gaps	SLT LM Presentation at SLT, Tracker Data and Gaps for Interim Assessment - AUT 1			RAP: ENG, MAT, SCI, KS3	Assessment Tutor Review week
11/13/2017	Formative Retsach and close gaps Identified (Green Pen)				HOD/SLT LM review yellow sheet data and targets		Assesment AUT 2 Assemblies	RAP: HUM, BS,MFL	
11/20/2017			Yr 11, 12 & 13 EXAM Week - AUT2		SLTLM to Present Tracker at SLT	Prepare data for DOP Pastoral progress review			DOP/HOD Progress Training
11/27/2017		4th Three weekly Yellow sheet completed	Yr 7, 8 & 9 EXAM Week -AUT 2	Class teacher upate Tracker with annotated data: Targets to close gaps			Pastoral Progress review with DOP SLT ASS/SLT H06		
12/4/2017	Formative Retsach and close gaps Identified (Green Pen)				BROMCOM Templates open for AUT 2				Ark Moderation INSET 08/12
12/11/2017	Summative Retsach & Retest (Green Pen)			CCR QLA & Department Tracker QLA Data Entry (Teacher) 11/12 16:00 BROMCOM Grade & ATL Data Entry 13/12 16:00	SLTLM to Present Tracker at SLT				
12/18/2017					External moderation Samples to SLT Assessment	Yr 7 to 13 Reports Issued to Parents Yr 7 to 13 Reports Issued to students	Departmental Analysis shared with HOD/SLT LM & SLT Pastoral Analysis Shared with DOP/IC/SLT LM & SLT		External Moderation Samples sent off
Christmas Holiday									
1/3/2018		5th Three weekly Yellow sheet completed		Class teacher upate Tracker with annotated data: Targets to close gaps Teacher & HOD Upload all 1 to 1 review sheets to Sharepoint AWA	HOD/SLT LM review AUT2 Data SLT LM Presentation at SLT, Tracker Data and Gaps for HOD/SLT LM review yellow sheet data and targets HOD/SLT Review Yr 11 QLA in Tracker	Yr 7 to 13 Reports Issued to students QLA Imported in Trackers from CCR	ATL Challenge Week & Assessment Assemblies		Assessment Tutor Review week
1/8/2018	Formative Retsach and close gaps Identified (Green Pen)						AUT 2 Data Review JEN, TMI, HOD's, YPO? SLT Assessment/SLT H06 Review 1 to 1's	RAP: KS3	Growth Mindset workshops Yr 7 to 13
1/15/2018						Prepare data for DOP Pastoral progress review	Yr 11 Target Group Review Yr 10 Target Group Review	RAP: ENG, MAT, SCI	DOP/HOD Progress Training
1/22/2018		6th Three weekly Yellow sheet completed		Class teacher upate Tracker with annotated data: Targets to close gaps	SLTLM to Present Tracker at SLT	KS3 Tracker Review with KS3 Lead	Pastoral Progress review with DOP SLT ASS/SLT H06	RAP: HUM, MFL, BS	
1/29/2018	Formative Retsach and close gaps Identified (Green Pen)				HOD/SLT LM review yellow sheet data and targets	KS4 Tracker Review with each HOD UPDATE GRADE BOUDARIES	Yr 7 to 11 Parental Workshop	RAP: KS3, CP	
2/5/2018			Interim Assesment -SPR 1		SLTLM to Present Tracker at SLT	KS5 Tracker Review Subject Lead UPDATE GRADE BOUDARIES	Assesment SPR 2 Assemblies		
February holiday									
2/19/2018	Interim Summative Retsach & Retest (Green Pen)	7th Three weekly Yellow sheet completed		Class teacher upate Tracker with annotated data: Targets to close gaps				RAP: ENG, MAT, SCI	
2/26/2018	Formative Retsach and close gaps Identified (Green Pen)		Yr 11, 12 & 13 EXAM Week - SPR 2		HOD/SLT LM review yellow sheet data and targets SLT LM Presentation at SLT, Tracker Data and Gaps for			RAP: HUM, MFL, BS	Growth Mindset workshops Yr 7 to 13
3/5/2018			Yr 7, 8 & 9 EXAM Week - SPR 2	Class teacher upate Tracker with annotated data: Targets to close gaps		Prepare data for DOP Pastoral progress review	Yr 7 to 11 Parental Workshop		DOP/HOD Progress Training
3/12/2018	Summative Retsach & Retest (Green Pen)	8th Three weekly Yellow sheet completed			BROMCOM Templates open for SPR 2		Pastoral Progress review with DOP SLT ASS/SLT H06		ARK Moderation INSET 16/04
3/19/2018	Formative Retsach and close gaps Identified (Green Pen)			CCR QLA & Department Tracker QLA Data Entry (Teacher) 20/03 16:00 TBC BROMCOM Grade & ATL Data Entry 22/03 16:00 TBC	SLTLM to Present Tracker at SLT				
3/26/2017					External moderation Samples to SLT Assessment	Yr 7 to 13 Reports Issued to Parents Yr 7 to 13 Reports Issued to students	Departmental Analysis shared with HOD/SLT LM & SLT Pastoral Analysis Shared with DOP/IC/SLT LM & SLT		External Moderation Samples sent off
Easter holiday									
4/16/2018				Class teacher upate Tracker with annotated data: Targets to close gaps Teacher & HOD Upload all 1 to 1 review sheets to Sharepoint AWA	HOD/SLT LM review SPR 2 Data HOD/SLT Review Yr 11 QLA in Tracker	Yr 7 to 13 Reports Issued to students QLA Imported in Trackers from CCR	ATL Challenge Week & Assessment Assemblies		Assessment Tutor Review week
4/23/2018					SLT LM Presentation at SLT, Tracker Data and Gaps for Assessment - SPR 2	Prepare data for DOP Pastoral progress review	SPR 2 Data Review JEN, TMI, HOD's, YPO? SLT Assessment/SLT H06 Review 1 to 1's	RAP: ENG, MAT, SCI	Growth Mindset workshops Yr 7 to 13
4/30/2018		9th Three weekly Yellow sheet completed		Class teacher upate Tracker with annotated data: Targets to close gaps		KS3 Tracker Review with KS3 Lead	Yr 11 Target Group Review Yr 10 Target Group Review	RAP: HUM,MFL,BS	DOP/HOD Progress Training
5/7/2018	Formative Retsach and close gaps Identified (Green Pen)				HOD/SLT LM review yellow sheet data and targets	KS4 Tracker Review with each HOD UPDATE GRADE BOUDARIES	Pastoral Progress review with DOP SLT ASS/SLT H06	RAP: CP, PE,CA, KS3	Summer external exam session starts
5/14/2018					SLTLM to Present Tracker at SLT	KS5 Tracker Review Subject Lead UPDATE GRADE BOUDARIES	Yr 7 to 11 Parental Workshop		
5/21/2018		10th Three weekly Yellow sheet completed	Interim Assesment -SUM 1	Class teacher upate Tracker with annotated data: Targets to close gaps					
May holiday									
6/4/2018	Formative Retsach and close gaps Identified (Green Pen)							RAP: ENG, MAT, SCI, KS3	
6/11/2018					SLT LM Presentation at SLT, Tracker Data and Gaps for Interim Assessment -SUM 1		Assesment SUM 2 Assemblies	RAP:MFL, HUM, BS Yr 12 RAP: HOD	Growth Mindset workshops Yr 7 to 13
6/18/2018		11th Three weekly Yellow sheet completed		Class teacher upate Tracker with annotated data: Targets to close gaps		Prepare data for DOP Pastoral progress review		RAP: CP,PE, CA	DOP/HOD Progress Training
6/25/2018	Formative Retsach and close gaps Identified (Green Pen)		Yr 7, 8, 9, 10, 12 EXAM Week - SUM 2		BROMCOM Templates open for SUM 2		Pastoral Progress review with DOP SLT ASS/SLT H06		
7/2/2018				CCR QLA & Department Tracker QLA Data Entry (Teacher) 13/0716:00 TBC BROMCOM Grade & ATL Data Entry 13/07 16:00 TBC	SLTLM to Present Tracker at SLT + Tracker actions for next year				ARK Moderation INSET 06/07
7/9/2018		12th Three weekly Yellow sheet completed		Class teacher upate Tracker with annotated data: Targets to close gaps		Yr 7 to 12 Reports Issued to Parents Yr 7 to 12 Reports Issued to students		RAP: Yr 10 All subjects	Assessment Tutor Review week
7/16/2018	Formative Retsach and close gaps Identified (Green Pen)						SUM 2 Data Review JEN, TMI, HOD's, KEP, YPO? SLT Assessment/SLT H06 Review 1 to 1's		