

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4	5	6	7
CPD / MEMO to all staff for staff training.			Collect all Year 12 Transition Information forms.		<i>"I am different, not less." – Temple Grandin</i>	
8	9	10	11	12	13	14
Save the Doc: Staff Requesting Assessment (Cause for Concern) Form / template for all staff to access.		Start checking all Year 12 Transition forms for previous AA.	Book assessor for end September or early October.	Year 12: Email previous schools for form 8; AAO approval and Assessor qualifications.	<i>"Why fit in when you were born to stand out?" – Dr. Seuss</i>	
15	16	17	18	19	20	21
Year 12 students: Email Y12 parents regarding Access Arrangements.	Continue checking Year 12 Form 8s for compliance.		Make arrangements for assessors - date, time, students + book room.	Send AA letter to parents for standardised assessments.	<i>"Everybody is a genius. But if you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid." – Albert Einstein</i>	
22	23	24	25	26	27	28
Years 11 and 13 students: compile all Form 8 candidate spreadsheets and Staff spreadsheets to upload on SEND Assistant.	Upload candidate and staff spreadsheets to SEND assistant	Start Form 8s on SEND Assistant	Continue with Form 8s	Meet HoDs to facilitate completion of forms. Outline timescales and request AA on agenda items.	<i>"The secret of getting ahead is getting started." – Mark Twain</i>	
29	30	1	2	3	4	5
Send invitations to teachers to contribute evidence of NWOW for Form 8.						



NOTES:

1. Use the questionnaire provided to capture Year 12 details.
2. CPD template provided.
3. See Guide for checking Form 8's.

Oct 2025

Establishing the Baseline

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	1	2	3	4	5
		Prepare for Standardised Assessments. Send Form 8s to Assessor.	Complete training session (Refresher course) for invigilators.	Prepare for Standardised Assessments	<i>"It is not our disabilities, it is our abilities that count." – Chris Burke</i>	
6	7	8	9	10	11	12
Send 1st reminders to staff on SEND assistant.	Start SENCO questionnaires for all candidates on SEND assistant (Form 9)		Upload Assessor's details on SEND Assistant. Don't forget the certificate!	Complete SENCO questionnaires for all candidates on SEND assistant (Form 9)	<i>"The struggle you're in today is developing the strength you need for tomorrow." - Robert Tew</i>	
13	14	15	16	17	18	19
Send 2nd reminders to Staff.	Focus on SENCO questionnaires for all candidates on SEND assistant	Letters to parents on outcome of standardised assessments.	Upload Assessment Spreadsheets to SEND Assistant	Complete SENCO questionnaires for all candidates on SEND assistant.	<i>"There is no greater disability in society than the inability to see a person as more than." – Robert M. Hensel</i>	
20	21	22	23	24	25	26
Complete SENCO questionnaires for all candidates on SEND assistant.		Distribute key Documents to Exams Office; Invigilators; HoDs	Update Master Tracker Spreadsheet or AA information sheet.		<i>"Don't disqualify your child from the race of life because they run a different speed or use a different path." – Unknown</i>	
27	28	29	30	31	1	2
HALF TERM	HALF TERM	HALF TERM	HALF TERM	HALF TERM		



NOTES:

- 1. See handy refresher CPD
 - 2. SENCO questionnaires take approximately 2 minutes per candidate.
- 1 hour = +/- 15 candidates with a break!

Nov 2025

Evidence Gathering Form 8s

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	1	2
					<i>"I touch the future. I teach." - Christa McAuliffe</i>	
3	4	5	6	7	8	9
GCSE RESIT: Distribute key documents for mock exams. Cover sheets and Invigilators feedback.	GCSE ENGLISH RESIT	GCSE MATHS RESIT	GCSE ENGLISH RESIT	GCSE MATHS RESIT	<i>"Whatever you do, do it well. Do it so well that when people see you do it, they will want to come back and see you do it again." - Walt Disney</i>	
10	11	12	13	14	15	16
Collect samples of Mock exams; Scan to folders.	Distribute key documents for Mocks	Collect at least two other examples from classroom-based assessments.		Scan evidence to folders.	<i>"You are braver than you believe, stronger than you seem, and smarter than you think." - A.A. Milne (Christopher Robin to Pooh)</i>	
17	18	19	20	21	22	23
Collect samples of invigilator questionnaires.		Scan Mock exam evidence to files	Master Tracker updates!	Scan evidence to folders.	<i>"Hard things take time. Impossible things take a little longer." - Percy Cerutti</i>	
24	25	26	27	28	29	30
Complete student questionnaires for Years 11 and 13.		Check Learning Walks and Observation docs for additional evidence.		Scan Mock exam evidence to files	<i>"The best and most beautiful things in the world cannot be seen or even touched—they must be felt with the heart." - Helen Keller</i>	



NOTES:

1. GCSE resits and mock exams evidence is collected now.
2. Reinforce this with student questionnaires.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4	5	6	7
Complete Form9s for students who have EHCP or medical and other evidence.	Send staff requests to staff to provide evidence.	If there is opportunity for CPD, remind staff of the evidence they are looking for, in lessons and assessments.			<i>"A hero is an ordinary individual who finds the strength to persevere and endure in spite of overwhelming obstacles." – Christopher Reeve</i>	
8	9	10	11	12	13	14
			Start downloading Forms 8 and 9.		<i>"Courage does not always roar. Sometimes courage is the quiet voice at the end of the day saying, 'I will try again tomorrow.'" – Mary Anne Radmacher</i>	
15	16	17	18	19	20	21
Work on Master Tracker spreadsheet or Record of AA information					<i>"Be the change you wish to see in the world." – Mahatma Gandhi</i>	
22	23	24	25	26	27	28
HALF TERM	HALF TERM	HALF TERM	CHRISTMAS DAY	BOXING DAY	<i>"A teacher affects eternity; he can never tell where his influence stops." – Henry Adams</i>	
29	30	31	1	2	3	4
HALF TERM	HALF TERM	HALF TERM				



NOTES:

Jan 2026

Applications and Consultations

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	31	1	2	3	4
			NEW YEAR'S DAY	HALF TERM	"Self-care is giving the world the best of you, instead of what's left of you." - Unknown	
5	6	7	8	9	10	11
Finalise Form 8 / Form 9 / Form 8RF applications (AAO) for Years 11/13.			Save Years 11 and 13 AAO pdfs to folders.		"A good teacher can inspire hope, ignite the imagination, and instill a love of learning." - Brad Henry	
12	13	14	15	16	17	18
Conduct Student Reflection meetings for those refusing support.	Send the Parental Notification Letter for students consistently declining.	Send Parent Letters for students declining AA.	Complete List of students requiring Modified Papers		"The best thing about being a teacher is that it matters. The hardest thing about being a teacher is that it matters every day." - Unknown	
19	20	21	22	23	24	25
Finalise Form 8 / Form 9 / Form 8RF applications (AAO) for Years 11 and 13.					"If they can't learn the way we teach, we teach the way they learn." - O. Ivar Lovaas	
26	27	28	29	30	31	1
Meet HoDs to gather further evidence for Learning Walks / Lesson Observations.				Deadline for ordering modified papers using AAO is tomorrow!	"If I cannot do great things, I can do small things in a great way." -Martin Luther King, Jr.	



NOTES:

Learning walks - Lesson Observation can provide additional evidence or NWOV useful in classes where staff are not engaging as well as expected.

Feb 2026

Finalising evidence and folders

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	31	1
					<p><i>"Believe you can and you're halfway there."</i> —Theodore Roosevelt</p>	
2	3	4	5	6	7	8
Download staff evidence, save to folders.		Start checking folders	Prepare cover sheet / checking list for each folder		<p><i>"Education is the most powerful weapon which you can use to change the world."</i> —Nelson Mandela</p>	
9	10	11	12	13	14	15
Update Spreadsheets.		Update Master Tracker.		Update Master Tracker.	<p><i>"Every child is a different kind of flower, and all together, they make this world a beautiful garden."</i> — Unknown</p>	
16	17	18	19	20	21	22
	Check for Outstanding Student Questionnaires				<p><i>"Don't judge each day by the harvest you reap but by the seeds that you plant."</i> — Robert Louis Stevenson</p>	
23	24	25	26	27	28	1
Time to check contents pages for folders!					<p><i>"It always seems impossible until it's done."</i> — Nelson Mandela.</p>	



NOTES:

Mar 2026

The Audit preparation

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
23	24	25	26	27	28	1
					<i>"You can't pour from an empty cup"</i> – Unknown	
2	3	4	5	6	7	8
Download all teacher evidence pdfs on SEND Assistant to folders.	Complete AAO applications	Complete AAO applications	Complete AAO applications	Complete AAO applications	<i>"You must do the things you think you cannot do."</i> – Eleanor Roosevelt	
9	10	11	12	13	14	15
Ensure all folders are completed.					<i>"Life doesn't get easier or more forgiving, we get stronger and more resilient."</i> - Steve Maraboli	
16	17	18	19	20	21	22
Ensure all folders are completed.				Last day to process applications for AA using AAO (21.03).	<i>"I can be changed by what happens to me. But I refuse to be reduced by it."</i> - Maya Angelou	
23	24	25	26	27	28	29
Ensure all folders are completed.					<i>"Our anxiety does not come from thinking about the future, but from wanting to control it."</i> - Kahlil Gibran	
30	31	NOTES: Use the handy Checklist, which will also help you to respond when you are under pressure!				

Apr 2026

Getting a headstart. Stay ahead of the game!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1	2	3	4	5
HALF TERM	HALF TERM	HALF TERM	HALF TERM	GOOD FRIDAY	<i>"You don't have to see the whole staircase, just take the first step." – Martin Luther King Jr.</i>	
6	7	8	9	10	11	12
EASTER MONDAY	HALF TERM	HALF TERM	HALF TERM	HALF TERM	<i>"Perfection is not attainable, but if we chase perfection we can catch excellence." – Vince Lombardi</i>	
13	14	15	16	17	18	19
Identify underperforming Year 9 students. Filter CATS and NGRT data.	Collect data for Years 9 and 10: Lucid Exact; WRAT 5 or other Reading Scores.	Send Initial Cause for Concern questionnaires out to Staff for Years 9 and 10.	Book Assessor for a date in 2 months time.		<i>"If you get tired, learn to rest. Not to quit." - Banksy</i>	
20	21	22	23	24	25	26
Trial SRB for Years 9 and 10 in end of year assessments.		Distribute Cover sheets to show use of SRB for Years 9 and 10.		Check logistics for standardised assessments - room, timers, paper etc, timetables.	<i>"Never get so busy making a living that you forget to make a life." - Dolly Parton</i>	
27	28	29	30	1	2	3
Send out letters to parents for planned Standardised testing Years 9 and 10.		Final checks on all folder for Years 11 and 13.				



NOTES:

May 2026

External Exam Season

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	1	2	3
					<i>"Speak up for those who cannot speak for themselves." – Proverbs 31:8</i>	
4	5	6	7	8	9	10
EARLY MAY BANK HOLIDAY					<i>The 5-Minute Reset: Step away from your screen and breathe deeply.</i>	
11	12	13	14	15	16	17
Create folders of Year 10 students with diagnosed needs / assessments/ etc.	Start folders for Year 10 pupils on SEND register.	Start copying documents: include diagnoses / formal assessments / EHCPs.	First GCSE exam on common timetable.		<i>The Small Win: Write down one thing that went well today, no matter how small.</i>	
18	19	20	21	22	23	24
Keep working on those folders!		Update your AA spreadsheets to keep track of where you are in the process!			<i>Almost everything will work again if you unplug it for a few minutes...including you! - Anne Lamott</i>	
25	26	27	28	29	30	31
SPRING BANK HOLIDAY	HALF TERM	HALF TERM	HALF TERM	HALF TERM	<i>"You can do anything - but not everything" - Warren Buffet</i>	

Jun 2026

Preparing for the new cohorts!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4	5	6	7
Start collating evidence for Year 12 . Complete 8RF forms on SEND assistant.	2026 - 2027 Exam season starts.		Send out letters to parents for planned Standardised testing Year 9/ 10.		<i>"It's not stress that kills us. It is our reaction to it." - Hans Selye</i>	
8	9	10	11	12	13	14
	Download invigilator questionnaires for Years 9 and 10 exams.				<i>"You can't stop the waves, but you can learn to surf." - Jon Kabat-Zinn</i>	
15	16	17	18	19	20	21
		Date of final GCSE examination on common timetable.			<i>"Courage does not always roar. Sometimes courage is the quiet voice at the end of the day saying 'I will try again tomorrow!.' - Mary Anne Radmacher</i>	
22	23	24	25	26	27	28
Circulate list of students to staff Year 10.	Date of final GCSE examination on common timetable.		Collect lists of teachers / timetables of individual students Year 10.		<i>"It is not the mountain we conquer, but ourselves." - Sir Edmund Hillary</i>	
29	30	1	2	3	4	5
	Does your school have a Sixth Form Open Day? If so, provide AA questionnaires to stay ahead!					



NOTES:

Is this the month for Year 10 exams? Check that students are trialling SRB - start collecting that evidence!

Jul 2026

REVIEW AND RESET

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	1	2	3	4	5
		Ensure all documents are packed away, ready for the next year.			<i>"The beautiful thing about learning is that no one can take it away from you." – B.B. King</i>	
6	7	8	9	10	11	12
Copy transition forms for Year 12 to Head of sixth form and Head of Year 11.					<i>"Live as if you were to die tomorrow. Learn as if you were to live forever." – Mahatma Gandhi</i>	
13	14	15	16	17	18	19
					<i>"The roots of education are bitter, but the fruit is sweet." – Aristotle</i>	
20	21	22	23	24	25	26
END OF YEAR	END OF YEAR	END OF YEAR	END OF YEAR	END OF YEAR	<i>"The function of education is to teach one to think intensively and to think critically." – Martin Luther King Jr.</i>	
27	28	29	30	31	1	2
END OF YEAR	END OF YEAR	END OF YEAR	END OF YEAR	END OF YEAR		



NOTES: