



					Every Term		Every Half Term							
Term/Year	WK	Mth	W/C	Date	Events/Notes	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Responsibility	Assessment Gap
	B	Jan	7											
	A	Jan	14			Creation of marksheets						TD		
	B	Jan	21	25-Jan								Assessment Deadline	TLR	
Spring 1	A	Jan	28	01-Feb				Assessment Deadline	Assessment Deadline		Assessment Deadline	Marksheet Entry Deadline	TLR/Staff	
Years 9-13	B	Feb	4	05-Feb				Marksheet Entry Deadline	Marksheet Entry Deadline		Marksheet Entry Deadline	Lead teacher data entry and integrity check	TLR DEPT	
	B	Feb	4	06-Feb				Lead teacher data entry and integrity check			Lead teacher data entry and integrity check		TLR DEPT	
	B	Feb	4	08-Feb				Draft reports available for checking			Draft reports available for checking		TD	
	A	Feb	11	11-Feb				Year team data check in meeting			Year team data check in meeting		TLR PP	
	A	Feb	11	14-Feb						Assessment Deadline		Assessment Deadline	TLR DEPT	
	B	Feb	11	15-Feb				Reports printed and posted to Parents TD			Reports printed and posted to Parents TD		NBRADFORD	
	Half Term 18 Feb 2013 - 22 Feb 2013													
Spring 1/2	A	Feb	25	25-Feb		Creation of marksheets						TD		
	A	Feb	25	28-Feb		Assessment Deadline	Assessment Deadline	Assessment Deadline	Assessment Deadline	Marksheet Entry Deadline	Assessment Deadline	Marksheet Entry Deadline	TLR/Staff	4 weeks
	A	Feb	25	01-Mar						Lead teacher data entry and integrity check		Lead teacher data entry and integrity check	TLR DEPT	
Year 7 & 8/9 t	B	Mar	4	07-Mar	Reports to Parents (Yr7 Cur/ Transition Evening)	Marksheet Entry Deadline	Marksheet Entry Deadline	Marksheet Entry Deadline	Marksheet Entry Deadline		Marksheet Entry Deadline		Staff	5 weeks

	B	Mar	11	13-Mar		Lead teacher data entry and integrity check	Lead teacher data entry and integrity check	Lead teacher data entry and integrity check	Lead teacher data entry and integrity check		Lead teacher data entry and integrity check		TLR DEPT	
	B	Mar	11	15-Mar		Draft reports available for checking					Draft reports available for checking		NBRADFORD	
	A	Mar	18	18-Mar		Year team data check in meeting					Year team data check in meeting		TLR PP	
	B	Mar	18	20-Mar		Reports printed by TD					Reports printed by TD		NBRADFORD	
	A	Mar	25			Colour Copies with Tutors for final discussion at Year Team Meeting.					Colour Copies with Tutors for final discussion		TLR PP	
	A	Mar	28	Report to Parents - Target Setting										
	B	April	1	End of Term 1 April 2013 - 12 April 2013										
	A	April	8	End of Term 1 April 2013 - 12 April 2014										
	B	April	15											
	A	April	22											
	B	April	29	29-Apr			Creation of marksheets				TD			
Summer 1	A	May	6	09-May			Assessment Deadline	Assessment Deadline	Assessment Deadline	Assessment Deadline	Assessment Deadline	TLR		
Tear 9 to 13	B	May	13	14-May			Marksheet Entry Deadline	Marksheet Entry Deadline	Marksheet Entry Deadline	Marksheet Entry Deadline	Marksheet Entry Deadline	Staff	7 weeks (Easter)	
		May		15-May			Lead teacher data entry and integrity check				TLR DEPT			
	A	May	20	20-May			Year team data check in meeting				TLR PP			
	B	May	20	23-May			Reports printed and posted to Parents TD				NBRADFORD			
	B	May	27	Half Term 27 May 2013 - 31 May 2013										
	A	June	3			Creation of marksheets						TD		
Summer 1	B	June	10	13-Jun		Assessment Deadline	Assessment Deadline				Assessment Deadline	TLR		

Year 7 & 8	A	June	17	20-Jun	Reports to Parents (Yr9 Cur/ Progression Eve.)			Assessment Deadline	Assessment Deadline		Marksheet Entry Deadline		TLR/Staff	5 weeks
	B	June	24	24-Jun		Marksheet Entry Deadline	Marksheet Entry Deadline	Marksheet Entry Deadline	Marksheet Entry Deadline	Marksheet BTEC only			Staff	6 weeks
		June		25-Jun		Lead teacher data entry and integrity check	Lead teacher data entry and integrity check	Lead teacher data entry and integrity check	Lead teacher data entry and integrity check		Lead teacher data entry and integrity check		TLR DEPT	
	A	July	1	01-Jul		Year team data check in meeting					Year team data check in meeting		TLR PP	
	B	July	6			Reports printed by TD					Reports printed by TD		NBRADFORD	
	A	July	15			Colour Copies with Tutors for final discussion at Year Team Meeting.					Tutors for final discussion at Year Team Meeting.		TLR PP	
	B	July	22	Summer Holidays										
		Sept			Report to Parents - Target Setting									

Note:

Year 7 won't have reports at parents evening as we have posted them already.

TD will provide lead teachers print outs of outstanding reports.

Lead Teachers assess the quality of the data and challenge staff where necessary.

Persons responsible for each stage e-mail NB to indicate stage complete.