



Harris Academy Whole School Calendar – August 2019

Whole Week	Monday		Tuesday		Wednesday		Thursday		Friday		QA	
SQA results published – Thursday 1st July to HT / SQA Co-ordinator	5	HOLIDAY	6	HOLIDAY	7	HOLIDAY	8	HOLIDAY	9	HOLIDAY		
Issue course choice review and set up working group	12	Autumn Term Starts (staff) In-set Day 1	13	Autumn Term Starts (pupils)	14		15		16			
Course choice review - returns due	19	Birnam House Assembly	20	Cawdor House Assembly Teacher Learning Communities (TLC) 1	21	Forres House Assembly	22	Kinloch House Assembly	23			
Learning Rounds Timetable Working Group – Meeting 1 House official-led assemblies	26	Birnam House Assembly HT Surgery School Fund meeting	27	Cawdor House Assembly Cluster meeting (2pm, Victoria Park PS) Positive Destinations Team meeting N4 / 5 Geography Field Trip (PM)	28	Forres House Assembly Staff Meeting with Audrey May Chief Education Officer (1 hour) Lift-Off (S5) Information Assemblies (AM) Learning Walk – Audrey May 2-4pm	29	Kinloch House Assembly Higher Education Exhibition Dundee University, Dalhousie Building.	30	Extended Social Interval Lift-Off (S6) Session 1 (periods 3&4)		



Harris Academy Whole School Calendar – September 2019

Whole Week	Monday	Tuesday	Wednesday	Thursday	Friday	QA
	2 Birnam House Assembly	3 Cawdor House Assembly AH Physics workshop (Dundee University) N4 / 5 Geography Field Trip (PM)	4 Forres House Assembly Career Ready Year 1 Celebration (8.30 – 10.30am)	5 Kinloch House Assembly Staff Consultative Committee Parent Council Meeting & AGM	6 Food and Flower Festival (Music)	SLT - Evaluation of SQA Data Department Review 1 – PSE (Guidance team)
Maths Disneyland trip Issue for Review, Evaluation & Update: Course choice sheet Course choice booklet	9 Birnam House Assembly Senior Phase Tracking Report (1) – teacher start date	10 Cawdor House Assembly Working Time Agreement Committee meeting	11 Forres House Assembly Senior Phase Information Evening	12 Kinloch House Assembly ELT Meeting	13 Final Date for Purchase Orders Higher Geography Field Trip	SLT / PT confirm initial levels of study for all senior pupils
Prefect Review	16 Birnam House Assembly Senior Phase Tracking Report (1) – Teacher end date / PT Check start date	17 Cawdor House Assembly School Improvement Groups meetings (SIGs) 1	18 Forres House Assembly	19 Kinloch House Assembly Higher Environmental Science Field Trip Senior Phase Tracking Report (1) – PT Check end date Career Ready Mentor Briefing (8.30 – 10.30am) SQA AAR drop-in (3.00 – 3.40)	20 Duke of Edinburgh Silver Expedition (20 th – 22 nd)	Department Attainment Reviews



<p>Higher Art Literacy Conference at DCA</p> <p>Learning Rounds 2</p> <p>Returns due for course choice sheet / booklet</p>	<p>23</p>	<p>Birnam House Assembly</p> <p>S1 Photos (9am)</p> <p>HT Surgery</p> <p>Senior Phase Tracking Report (1) – issued</p>	<p>24</p>	<p>Cawdor House Assembly</p> <p>Positive Destinations Team meeting</p>	<p>25</p>	<p>Forres House Assembly</p> <p>Scottish Learning Festival – Day 1</p>	<p>26</p>	<p>Kinloch House Assembly</p> <p>Scottish Learning Festival – Day 2</p> <p>Annual Jobs Fair (Senior Phase pupils) – Caird Hall</p> <p>SQA AAR drop-in (3.00 – 3.40)</p>	<p>27</p>	<p>Extended Social Interval</p>	<p>Department Attainment Reviews</p> <p>SLT and PTs – Review Self-Evaluation Document.</p>
<p>Timetable Working Group – Meeting 2</p>	<p>30</p>	<p>Birnam House Assembly</p> <p>Parent Council Meeting</p>	<p>October</p>								



Harris Academy Whole School Calendar – October 2019

Whole Week	Monday		Tuesday		Wednesday		Thursday		Friday		QA		
Matrix Submission – Term 1	September		1	Cawdor House Assembly	2	Forres House Assembly	3	Kinloch House Assembly TLC Meeting 2 Non-uniform day	4	Additional INSET Day – Provisional at this point Tayside Regional Collaborative Development Day SQA AAR - deadline for return of evidence forms for S4/5/6 pupils	Department Review 2-English Department Attainment Reviews		
			7	HOLIDAY	8	HOLIDAY	9	HOLIDAY	10	HOLIDAY	11	HOLIDAY	
			14	HOLIDAY	15	HOLIDAY	16	HOLIDAY	17	HOLIDAY	18	HOLIDAY	
			21	Term 2 Starts S2 Tracking Report (1) – teacher start date	22	Tempest – S6 Individual, Group and Prefect Group Photos. 9am	23	S3 Parents' / Carers' Meetings	24	S1 Information sharing session (Birnam / Cawdor)	25	Extended Social Interval	SLT – Review Behaviour, Exclusion and attendance statistics



<p>Halloween Hop</p> <p>Updated course choice booklet published to the website</p> <p>Pilot updated course choice with S2>S3; S3>S4; S4>S5; S5>S6</p>	<p>28</p>	<p>Birnam House Assembly</p> <p>HT Surgery</p> <p>S1 Information sharing session (Forres / Kinloch)</p> <p>S2 Tracking Report (1) – Teacher end date / PT Check start date</p>	<p>29</p>	<p>Cawdor House Assembly</p> <p>SIGs Meetings 2</p> <p>Positive Destinations Team meeting</p>	<p>30</p>	<p>Forres House Assembly</p> <p>Cluster meeting (2pm, Harris Academy)</p> <p>Career Ready Year 2 In-school launch (8.30 – 10.30am)</p>	<p>31</p>	<p>Kinloch House Assembly</p> <p>S2 Tracking Report (1) – PT Check end date</p>	<p>November</p>	
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Harris Academy Whole School Calendar – November 2019

Whole Week	Monday	Tuesday	Wednesday	Thursday	Friday	QA	
	October					1	
<p>Timetable Working Group – Meeting 3</p> <p>Class Advisor meetings</p> <p>House official-led assemblies</p>	<p>4 Birnam House Assembly</p> <p>School Fund meeting</p> <p>S2 Tracking Report (1) – issued</p> <p>S1 Tracking Report (1) – teacher start date</p>	<p>5 Cawdor House Assembly</p> <p>Lift-Off (S5) Assessment (periods 3 & 4)</p>	<p>6 Forres House Assembly</p>	<p>7 Kinloch House Assembly</p> <p>Staff Meeting (30 minutes)</p> <p>Parent Council</p> <p>Staff Consultative Committee meeting</p>	<p>8</p>	<p>SLT / PT cause for concern / change of levels meeting 1</p>	
	<p>11 Birnam House Assembly</p> <p>Remembrance Day Armistice Service</p> <p>S1 Tracking Report (1) – Teacher end date / PT Check start date</p>	<p>12 Cawdor House Assembly</p> <p>Working Time Agreement Committee meeting</p>	<p>13 Forres House Assembly</p> <p>P7 Open Evening</p> <p>Staff Meeting (30 minutes) <i>no formal meeting – time to be used in preparation for the P7 Open Evening</i></p>	<p>14 In-Service Day 2</p> <p>S1 Tracking Report (1) – PT Check end date</p>	<p>15 In-Service Day 3</p>		



<p>House official – led assemblies</p> <p>Course choice sheets completed and published</p> <p>Structure of timetable entered in to SEEMIS</p>	18	<p>Birnam House Assembly</p> <p>S1 Tracking Report (1) – issued</p> <p>Senior Phase Tracking Report (2) – teacher start date</p>	19	<p>Cawdor House Assembly</p> <p>TLC Meeting 3</p>	20	<p>Forres House Assembly</p> <p>S2 Dynamic Earth Trip (Geography)</p>	21	<p>Kinloch House Assembly</p>	22	<p>Presentation Level / Progress meetings (HT, House Heads and PTs)</p> <p>Department Review 3 - Business Studies</p>
<p>My WOW Week (s1 – S3 pupils)</p> <p>House official-led assemblies</p>	25	<p>Birnam House Assembly</p> <p>HT Surgery</p> <p>Senior Phase Tracking Report (2) – Teacher end date / PT Check start date</p>	26	<p>Cawdor House Assembly</p> <p>Countdown to Christmas – Menzieshill Church Christmas Lights switch on</p>	27	<p>Forres House Assembly</p> <p>West End Christmas Lights switch on</p>	28	<p>Kinloch House Assembly</p> <p>Lift-Off (S6) Session 2 (periods 1 & 2)</p> <p>ELT Meeting</p> <p>Senior Phase Tracking Report (2) – PT Check end date</p>	29	<p>Final Date for Purchase Orders</p> <p>Presentation Level / Progress meetings (House Heads and PTs)</p>



Harris Academy Whole School Calendar – December 2019

Whole Week	Monday		Tuesday		Wednesday		Thursday		Friday		QA
N5 and H Art practical prelim day (tbc)	2	<p>Birnam House Assembly</p> <p>Parent Council</p> <p>Senior Phase Tracking Report (2) – issued</p>	3	<p>Cawdor House Assembly</p> <p>Senior Phase Parents' / Carers' Meetings (Birnam / Cawdor)</p> <p>Positive Destinations Team meeting</p>	4	<p>Forres House Assembly</p>	5	<p>Kinloch House Assembly</p>	6		SLT – Progress check on SIP & update self-evaluation document
	9	<p>Birnam House Assembly</p>	10	<p>Cawdor House Assembly</p>	11	<p>Forres House Assembly</p> <p>Cluster meeting (2pm, Tayview PS)</p> <p>Senior Phase Parents' / Carers' Meetings (Forres / Kinloch)</p>	12	<p>Kinloch House Assembly</p>	13		Department Review 4 - PE



Matrix submission – Term 2	16	Birnam House Assembly Christmas Carol Concert (Logie & St John’s Church) S2 Tracking Report (2) – teacher start date SQA AAR - digital papers for prelims to SFL department	17	Cawdor House Assembly Lift-Off (S5) Assessment feedback (Periods 6 & 7) SIG Meetings 3	18	Forres House Assembly	19	Kinloch House Assembly	20	Non-uniform day – Christmas Jumper Day Extended Social Interval End of term (lunchtime)	
	23	HOLIDAY	24	HOLIDAY	25	HOLIDAY	26	HOLIDAY	27	HOLIDAY	
	30	HOLIDAY	31	HOLIDAY	January 2020						



Harris Academy Whole School Calendar – January 2020

Whole Week	Monday	Tuesday	Wednesday	Thursday	Friday	QA				
	December 2019		1	HOLIDAY	2	HOLIDAY	3	HOLIDAY		
	6	Birnam House Assembly Term 3 Begins S2 Tracking Report (2) – Teacher end date / PT Check start date S3 Tracking Report (1) – teacher start date	7	Cawdor House Assembly Staff Meeting (30 minutes)	8	Forres House Assembly	9	Kinloch House Assembly S2 Tracking Report (2) – PT Check end date	10	
Formal assessments – Week 1 S4-S6 Course choice issued via registration	13	Birnam House Assembly S3 Tracking Report (1) – Teacher end date / PT Check start date S2 Tracking Report (2) – issued	14	Cawdor House Assembly Positive Destinations Team meeting	15	Forres House Assembly Lift-Off (S6) Final input (periods 4 & 5)	16	Kinloch House Assembly Parent Council TLC Meeting 4 S3 Tracking Report (1) – PT Check end date	17	



<p>Formal assessments – Week 2</p> <p>Initial staffing loads and capacities</p> <p>S2 Course Choice information issued. Course choice interviews begin. Guidance staff record choices in spreadsheet. Course choice sheets are returned to the office.</p>	20	<p>Birnam House Assembly</p> <p>S3 Tracking Report (1) – issued</p>	21	<p>Cawdor House Assembly</p>	22	<p>Forres House Assembly</p> <p>S3 Parents' / Carers' Meetings (Course Choice meetings) – <i>SLT and PTGs only</i></p>	23	<p>Kinloch House Assembly</p>	24	
	27	<p>Birnam House Assembly</p> <p>HT Surgery</p> <p>Senior Phase Tracking Report (3) – teacher start date</p>	28	<p>Cawdor House Assembly</p> <p>Cluster meeting (2pm, Victoria Park PS)</p> <p>Instrumental Parents' Evening (Music)</p>	29	<p>Forres House Assembly</p> <p>Course Choice Information Evening – 7pm start</p>	30	<p>Kinloch House Assembly</p>	31	Extended Social Interval



Harris Academy Whole School Calendar – February 2020

Whole Week	Monday	Tuesday	Wednesday	Thursday	Friday	QA
<p>Senior Ceilidh</p> <p>S2 > S3 Course choices returned to the office. Office enters and then returns to PTGs</p>	<p>3</p> <p>Birnam House Assembly</p> <p>School Fund meeting</p>	<p>4</p> <p>Cawdor House Assembly</p>	<p>5</p> <p>Forres House Assembly</p> <p>Staff Consultative Committee meeting</p> <p>Senior Phase Tracking Report (3) – Teacher end date / PT Check start date</p>	<p>6</p> <p>Kinloch House Assembly</p> <p>ELT Meeting</p>	<p>7</p>	
<p>Timetable priorities from departments</p> <p>DJCAD visit – Technical Dept</p>	<p>10</p> <p>Birnam House Assembly</p>	<p>11</p> <p>Cawdor House Assembly</p>	<p>12</p> <p>Forres House Assembly</p> <p>S2 Parents' / Carers' Meetings</p> <p>Senior Phase Tracking Report (3) – PT Check end date</p>	<p>13</p> <p>Kinloch House Assembly</p>	<p>14</p> <p>Mid Term</p>	



<p>S2-S3 course choice returns due</p> <p>S2 > S3 Course choice entry complete. Raw data issued to DHT and PTG. Class lists printed for PTs' QA</p> <p>S4-S6 Reports issued with course choice</p> <p>S3-4 Return course choice to office. Office enters then return photocopy to PTG</p>	17	Mid Term	18	In-Service Day 4	19	Senior Phase Tracking Report (3) – issued	20	Working Time Agreement Committee meeting	21	Extended Social Interval	SLT – Progress check on SIP
<p>Prefect application process begins</p> <p>S3,4,5 > S4,5,6 course choice returns due</p> <p>S4/5 Course choice returned</p>	24	<p>Birnam House Assembly</p> <p>HT Surgery</p>	25	<p>Cawdor House Assembly</p> <p>SIG Meetings 4</p> <p>Positive Destinations Team meeting</p>	26	<p>Forres House Assembly</p> <p>Primary Roadshow – Blackness PS</p>	27	Kinloch House Assembly	28	<p>S3 Photographs (9am)</p> <p>Lift-Off (S5) Individual meetings</p>	<p>SLT - analysis of Prelim Results</p> <p>SLT / PT change of levels meeting</p> <p>Department Review 6 - Chemistry</p>



Harris Academy Whole School Calendar – March 2020

Whole Week	Monday	Tuesday	Wednesday	Thursday	Friday	QA
<p>S3>4 Course choice entry complete. Raw data issued to DHT and PTG.</p> <p>Initial class lists are printed for PTs' QA</p>	<p>2</p> <p>Birnam House Assembly</p> <p>Parent Council</p> <p>S1 Tracking Report (2) – teacher start date</p>	<p>3</p> <p>Cawdor House Assembly</p> <p>TLC Meeting 5</p>	<p>4</p> <p>Forres House Assembly</p> <p>Primary Roadshow – Invergowrie PS</p>	<p>5</p> <p>Kinloch House Assembly</p> <p>SQA AAR drop-in (3.00 – 3.40)</p>	<p>6</p>	<p>SLT- insight (update) analysis</p>
<p>Prefect Interviews</p> <p>S4>5 and S5>6 Course choice entry complete. Raw data issued to DHT and PTG.</p> <p>Initial class lists are printed for PTs' QA</p>	<p>9</p> <p>Birnam House Assembly</p> <p>S1 Tracking Report (2) – Teacher end date / PT Check start date</p>	<p>10</p> <p>Cawdor House Assembly</p> <p>Primary Roadshow – Camperdown PS</p>	<p>11</p> <p>Forres House Assembly</p>	<p>12</p> <p>Kinloch House Assembly</p> <p>Primary Roadshow – Ancrum Rd PS</p> <p>S1 Tracking Report (2) – PT Check end date</p>	<p>13</p>	<p>PTs –insight (update) analysis</p>
<p>Prefect Interviews</p> <p>Timetable Construction S3 – S6</p> <p>House official-led assemblies</p>	<p>16</p> <p>Birnam House Assembly</p> <p>S1 Tracking Report (2) – issued</p>	<p>17</p> <p>Cawdor House Assembly</p> <p>Primary Roadshow – Tayview PS</p>	<p>18</p> <p>Forres House Assembly</p> <p>Cluster meeting (2pm, Harris Academy)</p>	<p>19</p> <p>Kinloch House Assembly</p> <p>SIG Meetings 5</p>	<p>20</p>	<p>PTs –insight (update) analysis</p> <p>Department Review 7 – Music</p>



<p>PT review of S3-S6 Timetable ends</p> <p>Initial room numbers are entered</p> <p>S3-S6 entered in to SEEMIS</p> <p>Matrix submission – Term 3</p>	23	<p>Birnam House Assembly</p> <p>HT Surgery</p> <p>Deadline for additional AAR referrals and changes to AAR arrangements</p>	24	Cawdor House Assembly	25	<p>Forres House Assembly</p> <p>Primary Roadshow – Victoria Park PS</p>	26	Kinloch House Assembly	27	<p>Extended Social Interval</p> <p>Term 3 ends</p> <p>Non- Uniform Day</p>	
	30	HOLIDAY	31	HOLIDAY	<p>April</p>						



Harris Academy Whole School Calendar – April 2020

Whole Week	Monday		Tuesday		Wednesday		Thursday		Friday		QA				
	March				1	HOLIDAY		2	HOLIDAY						
	6	HOLIDAY		7	HOLIDAY		8	HOLIDAY		10	HOLIDAY				
School / House Captain Interviews Timetable construction S1 – S2 S3 – S6 continues to be entered in to SEEMIS	13	Birnam House Assembly Summer Term starts S3 Tracking Report (2) – teacher start date		14	Cawdor House Assembly		15	Forres House Assembly		16	Kinloch House Assembly		17	SLT – Review behaviour, exclusion and attendance statistics PT QA Presentation levels for next session	
School / House Captain Interviews PT review of S1 – S2 Timetable ends Initial room numbers are entered S1 – S2 entered in to SEEMIS	20	Birnam House Assembly S3 Tracking Report (2) – Teacher end date / PT Check start date		21	Cawdor House Assembly S1 Parents' / Carers' Meetings Positive Destinations Team meeting		22	Forres House Assembly		23	Kinloch House Assembly Parent Council S3 Tracking Report (2) – PT Check end date		24	Extended Social Interval SLT – Whole school survey (pupil or parent biennially)	



<p>Teacher timetables are printed for review</p> <p>Class lists are printed for QA</p>	27	<p>Birnam House Assembly</p> <p>HT Surgery</p> <p>S3 Tracking Report (2) – issued</p> <p>S2 Tracking Report (3) – teacher start date</p> <p>SQA Exam Diet starts</p>	28	<p>Cawdor House Assembly</p>	29	<p>Forres House Assembly</p> <p>Working Time Agreement Committee meeting</p>	30	<p>Kinloch House Assembly</p> <p>Uniform evening (5-7pm)</p> <p>DCC Study leave begins (Tbc)</p>	May	
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Harris Academy Whole School Calendar – May 2020

Whole Week	Monday	Tuesday	Wednesday	Thursday	Friday	QA					
	April					1					
Timetables and lists are returned	4	May Day Holiday	5	Cawdor House Assembly Staff Meeting (30 minutes) S1 Assist Day 1 (Forbes of Kingennie) S2 Tracking Report (3) – Teacher end date / PT Check start date	6	Forres House Assembly S1 Assist Day 1 (Forbes of Kingennie)	7	Kinloch House Assembly Staff Consultative Committee	8	Birnam House Assembly S2 Tracking Report (3) –/ PT Check end date	Progress check on DIPs
	11	Birnam House Assembly S1 Class Lists production S1 Tracking Report (3) – teacher start date	12	Cawdor House Assembly S1 Class Lists production TLC Meeting 6 S2 Tracking Report (3) – issued	13	Forres House Assembly Cluster meeting (2pm, Tayview PS) S1 Class Lists production	14	Kinloch House Assembly	15		
Learning Rounds 3 S2 – S4 timetables printed and issued S5&6 timetables printed and issued to PTG for QA											



<p>Business Breakfast (PT RA – Positive Destinations)</p> <p>Any rotas for core are issued to departments</p>	18	<p>HT Surgery</p> <p>School Fund meeting</p> <p>S1 Tracking Report (3) – Teacher end date / PT Check start date</p>	19	<p>SIG Meetings 6</p> <p>Positive Destinations Team meeting</p>	20		21	<p>S1 Tracking Report (3) –/ PT Check end date</p> <p>Additional INSET day – <i>provisional at this time</i></p>	22	<p>In-Service Day</p> <p>SLT – Review of the year inc. SIP & forward plan for next year’s SIP</p>
	25	<p>Victoria Day</p>	26	<p>Cawdor House Assembly</p> <p>New timetable begins (S2 – S4)</p> <p>S1 Tracking Report (3) – issued</p> <p>DCC Study leave begins (Tbc)</p>	27	<p>Forres House Assembly</p> <p>New timetable begins (S5 – S6)</p>	28	<p>Kinloch House Assembly</p> <p>Uniform evening (5-7pm)</p>	29	<p>Birnam House Assembly</p> <p>S6 Induction – 28th May</p> <p>Final Date for Purchase Orders</p>



Harris Academy Whole School Calendar – June 2020

Whole Week	Monday		Tuesday		Wednesday		Thursday		Friday		QA
Battlefields Trip (1 st – 6 th June)	1	Birnam House Assembly	2	Cawdor House Assembly ELT Meeting	3	Forres House Assembly	4	Kinloch House Assembly SQA Exam Diet ends	5		
	8	Birnam House Assembly Parent Council	9	Cawdor House Assembly Staff Consultative Committee	10	Forres House Assembly	11	Kinloch House Assembly P7 Transition Day 1 P7 Transition Parents' / Carers' evening (tbc)	12	S6 Dance P7 Transition Day 2	
Learning Rounds 4	15	Birnam House Assembly Working Time Agreement Committee meeting	16	Cawdor House Assembly	17	Forres House Assembly Cluster meeting (4pm, DoubleTree Hilton)	18	Kinloch House Assembly	19	Extended Social Interval	Department Review 8 - Technical
	22	Birnam House Assembly HT Surgery	23	Cawdor House Assembly	24	Forres House Assembly	25	Kinloch House Assembly Prizegiving	26	Non-uniform day Term 4 ends	