

Title: School Year Planner

Number: A4

Date: March 2011

Introduction

These guidelines are intended to promote good practice and to maximise the potential value of the School Year Planner as a planning tool to manage workload.

School Year Planners and Working Time Agreements

All staff must recognise there is considerable impact on Year Planners arising from decisions made as part of the annual WTA process.

Purpose and Rationale

This is a whole school plan for the whole session and should not be confused with term planners, etc. We have adopted the term “Year Planner” rather than calendar as it is more than a diary of events and avoids confusion with the use of “Outlook Calendar”. Year planners are not new and there are examples of good practice across the authority. The aim of this document is to share the key benefits as outlined below:

- a tool to recognise the full range of activity in a school over a session.
- a planning tool to schedule activities/events over the school session agreeing where possible time requirements
- a strategy to schedule workload across the school session by recognising potential pressure points and whenever possible minimising these and spreading activities/events accordingly
- an opportunity to involve all staff in joint planning for the year ahead.
- A live working document which remains a constant point of reference for all staff throughout the session and is subject to regular monitoring/review and update.

Timing

It is important that the process of Year Planner construction for the following session is undertaken during the summer term. This will involve a thorough review of arrangements for the current session as well as full consultation with all staff as to issues to be considered for future inclusion. This will run in parallel with the collegiate consultations on the following session's WTA as the two processes are clearly connected.

Ideally the Year Planner should be distributed to all staff by the end of the current session. It is important that all additions/changes over the session are recorded regularly and shared with all staff. Any changes must be kept to a minimum except where an unavoidable event has an impact on the Year Planner, e.g. school closures due to severe weather, HM Inspections.

What should be considered for inclusion?

PRIMARY	SECONDARY
Holidays	Holidays
Casual holidays	Casual holidays
In-service days	In-service days
Parent's nights	Parent's nights
Reporting (writing, date to management, date for sending out, etc)	Reporting (writing, date to PT or management, date for sending out, etc)
PLPs	Pupil progress checks
Other deadlines	Other deadlines
SIP planning and review	SIP planning and review
SIP related activities including CPD	SIP related activities including CPD
Staff meetings	Staff meetings
Department meetings	Department/Faculty meetings
Management meetings	PT/SMT meetings
Working Group/Party meetings	Working Group/Party meetings
SBC sponsored meetings (e.g. HT meetings, SSPPG)	SBC sponsored meetings (e.g. HT meetings, SSPPG)
Parties	Dances
Sports	Sports
Residentials	Residentials
Trips	Trips
One off events	One off events
P7 Transition Arrangements	P7 Transition Arrangements
Learning rounds / monitoring / observations	Guidance Interviews
Consultations	Consultations
Charity Events	Charity Events
Visitors to school	Visitors to school
End of term services/prize giving	Award Ceremonies
Festivals (e.g. Dance)	Festivals (e.g. Dance)
In school groups – e.g. eco committee, Pupil Council, Health & wellbeing, etc	In school groups – e.g. eco committee, Pupil Council, Health & wellbeing, etc
Assemblies	Assemblies
Theme weeks	Theme weeks
Special occasions, e.g. Burns Lunch	Special occasions, e.g. Burns Lunch
Parent Council meetings	Parent Council meetings
PTA activities	PTA activities
Learning Community Board meetings	Learning Community Board meetings
Enrolment week (nursery and P1)	P7 Parent Night
Interhouse/Interschool activities	Interhouse/Interschool activities
Musical events/concerts	Musical events/concerts
Common Riding Festivals	Common Riding Festivals
Timetable rotas/cycles	Timetable rotas/cycles
Forward planning – to HT	Exam diets
Social Events	Social Events
Partner schools - perhaps days in each particular school	SQA deadlines
Open days	Exam/Study leave/UCAS Dates
Assessment deadlines inc internal assessments	Assessment deadlines
	Work Experience
	Career Fairs / University Open Days
	JAAT/SLG

Schools should add any other specific arrangements pertaining to their school
When appropriate local elections - if your school is likely to be closed for these.

In Secondary Schools, Curriculum and Pastoral PTs would add specific dates relevant to their department to the whole school plan.

Format

- Electronic – using Outlook Calendar that can be accessed by all staff. Presently there is a difficulty in doing this as teaching staff do not have access to admin machines.
- Dated List in calendar format.

The Year Planner should be made available to all staff and also displayed in staffrooms, subject base rooms and classrooms.

A version can be made available to parents through a variety of means including through the school website.

Additional guidance

It is not always be possible to include all of the above in advance but it will help planning a balanced week to week approach.

In the case of partner schools, it may be advantageous to produce a joint Year Planner

For Partner Schools HTs should consider including days they are normally in each school.

We believe this is a HT responsibility although parts can be delegated to other members of staff. It must be clear who is responsible for keeping the Planner up to date.