

COLLEGE CALENDAR 2011-12 – VERSION 4

WEEK NO	TIME-TABLE WEEK	WEEK	NOTES		
01	04	22 August			
		23 August			
		24 August			
		25 August			
		26 August			
02	05	29 August	Bank Holiday Monday ADMIN WEEK		
		30 August	Validation of achievements		
		31 August	Principal's Briefing and Staff Awards 09.00am Validation of achievements Managers 4 month reviews to be completed Open evening (advice and guidance) 5-7pm		
		1 September	Open evening (advice and guidance) 5-7pm		
		2 September	Managers Meeting Final draft business support SARs to Quality Manager		
		03	06	5 September	New students start Open evening (advice and guidance) 5-7pm
				6 September	
7 September	Quality Improvement Committee at 9.30am				
8 September					
9 September	Away Day Executive Team PAM + Team meeting 9.15am				
04	07	12 September	Year 2 students start		
		13 September	ICT Policy Group Meeting 10.30am		
		14 September	Safeguarding meeting 2pm		
		15 September	Curriculum Operational Managers 9 am		
		16 September	Personal tutor meeting CSI 9.15am CCOM Meeting 10.30am		
		05	08	19 September	HE students start Learning and Teaching Standardisation Meeting 9.30-12.00 Audit Committee 12.30pm
20 September	Strategic Team				
21 September					
22 September	Search and Governance Meeting 3.30pm Corporation Meeting 5.30pm				
23 September	Personal tutor meeting ECBT 9.15am				
06	09			26 September	Business Support validation meetings all week
				27 September	Student Rep Meeting 12.30pm
		28 September	Quality Improvement Committee HE Student Rep Meeting 12.30pm		
		29 September	Student Rep Meeting 12.30pm Vacancy Panel 2pm		
		30 September	Managers Meeting		
07	10	3 October	Business Support validation meetings all week Health and Wellbeing Group 3.30pm		
		4 October	Curriculum Operational Managers 2pm		
		5 October	IAG Meeting 10am Equality and Diversity Meeting 3.30pm		
		6 October			
		7 October	PAM + Team meeting 9.15am		
		08	11	10 October	College Quality Review Catering and Hospitality Student survey begins
11 October	Strategic Team Student Rep Meeting				

WEEK NO	TIME-TABLE WEEK	WEEK	NOTES
		12 October	HE Student Rep Meeting Away Day Executive Team
		13 October	Student Rep Meeting Governors Training Session 4.30pm Corporation Meeting 5.30pm
		14 October	CCOM Meeting 10.30am
09	12	17 October	Right Choice Reviews to be completed this week External Audit begins
		18 October	Principal's Question and Answer session 12.30pm
		19 October	HSE Meeting 3.30pm
		20 October	JSCN Meeting 9.30am Official Opening of 14-19 SEN Centre
		21 October	Managers Meeting Student Survey ends
10	13	24 October	HALF TERM WEEK
		25 October	
		26 October	
		27 October	
		28 October	Capital bids process begins External audit ends
11	14	31 October	All staff 4 month reviews and performance management review to be complete
		1 November	
		2 November	Safeguarding Meeting 10.30am Quality Improvement Committee
		3 November	
		4 November	PAM + Team meeting 9.15am CCOM Meeting 10.30am
12	15	7 November	Reports to be completed this week Course quality reviews begin Curriculum validations this week
		8 November	ICT Policy Group 10.30am Vacancy Panel 4pm
		9 November	
		10 November	Curriculum Operational Managers Search and Governance Meeting 4.45pm Corporation Meeting 5.30pm
		11 November	Personal Tutor Meeting CSI
13	16	14 November	Anti Bullying Week Meeting to discuss L&M strengths and weaknesses 9.30am Reports to be sent out
		15 November	Student Rep Meeting
		16 November	HE Student Rep Meeting
		17 November	Student Rep Meeting
		18 November	Personal Tutor Meeting ECBT Strategic Team 1.30pm Course quality reviews end
14	17	21 November	Teaching observations begin
		22 November	
		23 November	Quality Improvement Committee
		24 November	
		25 November	Managers Meeting HE Forum 12.30pm
15	18	28 November	Audit Committee 12.30pm
		29 November	
		30 November	"Tea with the Principal" 3pm Equality and Diversity Meeting 3.30pm
		1 December	Curriculum Operational Managers Full-time Prospectus published Vacancy Panel 2pm
		2 December	Teaching Observations end PAM + Team meeting 9.15am

WEEK NO	TIME-TABLE WEEK	WEEK	NOTES
			Away Day Strategic Team
16	19	5 December	Health and Wellbeing Group 3.30pm
		6 December	Parents Evening
		7 December	Curriculum Review CSI
		8 December	Strategic Team
		9 December	CCOM Meeting 10.30am
17	20	12 December	
		13 December	Student Rep Meeting
		14 December	Curriculum Review ECBT HE Student Rep Meeting
		15 December	Student Rep Meeting Governors Strategic Planning 2.30pm Corporation Meeting 5.30pm
		16 December	STAFF CONFERENCE DAY
18	21	19 December	XMAS HOLIDAYS
		20 December	
		21 December	
		22 December	
		23 December	
19	22	26 December	XMAS HOLIDAYS
		27 December	
		28 December	
		29 December	
		30 December	All managers 8 month reviews to be completed
20	23	2 January	BANK HOLIDAY MONDAY
		3 January	Students and staff return
		4 January	Quality Improvement Committee Curriculum planning begins
		5 January	Vacancy Panel 2pm
		6 January	Managers Meeting
21	24	9 January	Work placement survey begins
		10 January	Open evening (advice and guidance) 5-7pm
		11 January	Safeguarding Meeting 2pm
		12 January	Curriculum Operational Managers
		13 January	PAM + Team meeting 9.15am Away Day Managers and PAMs from 12 noon
22	25	16 January	Student survey begins Remuneration Committee 4pm Governors Training Session 5.30pm
		17 January	ICT Policy Group 10am Student Rep meeting
		18 January	HE Student Rep meeting
		19 January	Strategic Team Student Rep Meeting
		20 January	Personal Tutor meeting ECBT and CSI CCOM Meeting 10.30am
23	26	23 January	College Quality Review Access
		24 January	IAG Meeting 10am Equality and Diversity meeting 3.30pm
		25 January	
		26 January	JSCN Meeting 9.30am
		27 January	Managers Meeting Student Survey ends
24	27	30 January	Operational Planning begins E-Safety Week Progress Reports to be completed this week
		31 January	Capital bids process ends Vacancy Panel 2pm
		1 February	Quality Improvement Committee
		2 February	Corporation Meeting 4.30pm Governors Annual Dinner 6.30pm
		3 February	Work placement survey ends
25	28	6 February	INTER-SEMESTER WEEK

WEEK NO	TIME-TABLE WEEK	WEEK	NOTES
			Course quality reviews begin Health and Wellbeing Group 3.30pm
		7 February	
		8 February	
		9 February	Curriculum Operational Managers
		10 February	PAM + Team meeting 9.15am CCOM Meeting 10.30am
26	29	13 February	HALF TERM WEEK
		14 February	
		15 February	
		16 February	
		17 February	
27	30	20 February	
		21 February	Principals Question and Answer session 12.30pm Student Rep Meeting
		22 February	HE Student Rep Meeting HSE Meeting 3.30pm "Tea with the Principal 3pm"
		23 February	Strategic Team Student Rep Meeting
		24 February	Course quality reviews end
28	31	27 February	Audit Committee 12.30pm Stress Survey begins
		28 February	
		29 February	All staff 8 month reviews to be completed Vacancy Panel 2pm
		1 March	Staff timetabling begins
		2 March	Managers Meeting HE Forum 12.30pm
29	32	5 March	
		6 March	
		7 March	Quality Improvement Committee
		8 March	
		9 March	Personal Tutor meeting CSI + ECBT
30	33	12 March	College Quality Review Construction
		13 March	ICT Policy Group Meeting
		14 March	Safeguarding Meeting 2pm Equality and Diversity Meeting 4pm
		15 March	Curriculum Operational Managers Search and Governance 4.45pm Corporation Meeting 5.30pm
		16 March	PAM + Team meeting 9.15am CCOM Meeting 10.30am
31	34	19 March	Diversity Week Reports to be completed this week
		20 March	Student Rep Meeting
		21 March	Curriculum Review ECBT HE Student Rep Meeting
		22 March	Strategic Team Student Rep Meeting
		23 March	Stress Survey ends
32	35	26 March	Reports to be sent out this week
		27 March	
		28 March	Curriculum Review CSI
		29 March	Vacancy Panel 2pm
		30 March	Principal's Briefing to all Staff 8.45am Managers Meeting Curriculum Planning ends Exec annual performance reviews to be completed
33	36	2 April	EASTER HOLIDAYS
		3 April	
		4 April	

WEEK NO	TIME-TABLE WEEK	WEEK	NOTES
		5 April	
		6 April	GOOD FRIDAY
34	37	9 April	EASTER HOLIDAYS EASTER MONDAY
		10 April	DISCRETIONARY DAY
		11 April	
		12 April	
		13 April	
35	38	16 April	Students return
		17 April	Schools Support Area Review 10am
		18 April	Quality Improvement Committee
		19 April	CIS Support Area Review 10am
		20 April	
36	39	23 April	Health and Wellbeing Group 3.30pm
		24 April	ICT Policy Group Sales and Marketing Support Area Review 10am Student Rep Meeting
		25 April	HE Student Rep Meeting
		26 April	HR Support Area Review 10am Vacancy Panel 2pm Student Rep Meeting Parents Evening Curriculum Operational Managers
		27 April	CCOM Meeting 10.30am Operational planning ends Staff timetabling ends Managers annual performance reviews to be completed
37	40	30 April	Student Survey begins
		1 May	Computer Services Support Area Review 10am
		2 May	Safeguarding Meeting 2pm
		3 May	Student Services Support Area Review 10am Strategic Team
		4 May	Managers Meeting
38	41	7 May	BANK HOLIDAY MONDAY
		8 May	Quality and Executive Support Area Review 3pm Staff survey begins – Management Communication and Climate
		9 May	Quality Improvement Committee
		10 May	Finance and Contracts Support Area Review 10am
		11 May	Student Survey ends PAM + Team meeting 9.15am
39	42	14 May	
		15 May	IAG Meeting 10am ALS Support Area Review 10am
		16 May	Equality and Diversity meeting 3.30pm
		17 May	Curriculum Operational Managers Facilities Support Area Review 9.30am Governors Training Session 3.45pm Search and Governance 5pm Corporation Meeting 5.30pm
		18 May	Personal Tutor Meeting ECBT + CSI Away Day Executive Team
40	43	21 May	College Quality Review Hair and Beauty Audit Committee 12.30pm HE Support Area Review 3.30pm Course quality reviews start
		22 May	Student Rep meeting
		23 May	HE Student Rep meeting "Tea with the Principal" 3pm
		24 May	Strategic Team Student Rep meeting
		25 May	CCOM Meeting 10.30am
41	44	28 May	
		29 May	Principal's Question and Answer session 12.30pm

WEEK NO	TIME-TABLE WEEK	WEEK	NOTES
		30 May	HSE Meeting 3.30pm
		31 May	JSCN Meeting 9.30am Vacancy Panel 2pm
		1 June	Managers Meeting Course quality reviews end Staff survey ends
42	45	4 June	HALF TERM WEEK BANK HOLIDAY MONDAY
		5 June	DIAMOND JUBILEE
		6 June	DISCRETIONARY DAY
		7 June	
		8 June	
43	46	11 June	
		12 June	
		13 June	Quality Improvement Committee
		14 June	
		15 June	PAM + Team meeting 9.15am CCOM Meeting 10.30am HE Forum 12.30pm
44	47	18 June	Learning and Teaching Standardisation Meeting 9.30-12pm Transition Reviews to be completed this week
		19 June	ICT Policy Group Meeting 10am
		20 June	Curriculum Review CSI
		21 June	Curriculum Operational Managers Awards Ceremony
		22 June	Good Practice Meeting 12noon
45	48	25 June	Health and Wellbeing Group 3.30pm
		26 June	Strategic Team
		27 June	Curriculum Review ECBT
		28 June	Vacancy Panel 9am Governors Self Assessment 2.30pm Corporation Meeting 5.30pm
		29 June	STAFF CONFERENCE DAY All staff annual performance reviews to be completed
46	49	2 July	Part-time prospectus published Employer Survey begins Parents Survey begins
		3 July	
		4 July	Equality and diversity Meeting 3.30pm
		5 July	Safeguarding Meeting 10am
		6 July	Managers Meeting Students finish
47	50	9 July	ADMIN WEEK
		10 July	
		11 July	
		12 July	
		13 July	PAM + Team meeting 9.15am CCOM Meeting 10.30am
48	51	16 July	
		17 July	
		18 July	
		19 July	
		20 July	
49	52	23 July	
		24 July	
		25 July	
		26 July	Vacancy Panel 2pm
		27 July	Employer Survey ends Parents Survey ends
50	01	30 July	
		31 July	
		1 August	
		2 August	

WEEK NO	TIME-TABLE WEEK	WEEK	NOTES
		3 August	
51	02	6 August	
		7 August	
		8 August	
		9 August	
		10 August	
52	03	13 August	
		14 August	
		15 August	
		16 August	
		17 August	
01	04	20 August	
		21 August	
		22 August	
		23 August	
		24 August	
02	05	27 August	BANK HOLIDAY MONDAY
		28 August	
		29 August	
		30 August	
		31 August	
03	06	3 September 2012	