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| Week beginning | Tasks |
| 16th Jan | Amend and agree LEARNING CENTRE proforma and send out  Amend and agree school proformas – entrants/leavers and stage 3 pupils |
| 23rd Jan | Gather data on LEARNING CENTRE new entrants  Collate information on staff (permanent/ temporary staff, numbers and locations)  Information on PEF LAs with permanency rights |
| 13th Feb | Gather data from SEEMiS team  Agree data required and format of moderation, including dates  Agree communication strategy for moderation |
| 20th Feb | Collate LEARNING CENTRE returns and cross-reference with RPP decisions  Gather data from Supporting Learners teams (Inclusion, EV, specialist etc)  Ensure Moderation Exercise is fully agreed and prepared and all comms are out |
| 27th Feb | Top-slicing for contingency, inclusion teams and EAL  Agree Learning Centre formula  Create data spreadsheet  Ongoing data gathering and analysis  Start to collate school proforma returns  Continue to collate school proforma returns.  Initial Headteacher data analysis and moderation planning session (02/03/23)  Confirmation of budget |
| 6th Mar  MODERATION WEEK 1 | Moderation of school proforma returns  Learning Centre moderation exercise |
| 13th Mar – MODERATION WEEK 2 | Moderation of school proforma returns  Learning Centre moderation exercise |
| 20th Mar  MODERATION WEEK 3 | Moderation of school proforma returns  Learning Centre moderation exercise |
| 27th Mar  MODERATION WEEK 4 | Moderation of school proforma returns  Learning Centre moderation exercise |
| 10th April | Collate outcome of moderation exercise |
| 17th Apr | Work on allocation |
| 24th Apr | 1st draft of allocation complete  Align staff to schools |
| 1st May | Align staff to schools and identify gaps for potential recruitment |
| 8th May | Final allocation confirmed |
| 15th May | Notice for staff with contracts ending |
| 22nd May | Inform schools, central services, and staff of allocation |
| 29th May | Contractual paperwork |
| 5th Jun onwards | Recruit to vacancies |