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| Week beginning | Tasks |
| 16th Jan | Amend and agree LEARNING CENTRE proforma and send outAmend and agree school proformas – entrants/leavers and stage 3 pupils |
| 23rd Jan | Gather data on LEARNING CENTRE new entrantsCollate information on staff (permanent/ temporary staff, numbers and locations)Information on PEF LAs with permanency rights |
| 13th Feb | Gather data from SEEMiS teamAgree data required and format of moderation, including dates Agree communication strategy for moderation |
| 20th Feb | Collate LEARNING CENTRE returns and cross-reference with RPP decisionsGather 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 EALAgree Learning Centre formulaCreate data spreadsheetOngoing data gathering and analysisStart to collate school proforma returnsContinue to collate school proforma returns. Initial Headteacher data analysis and moderation planning session (02/03/23)Confirmation of budget |
| 6th MarMODERATION WEEK 1 |  Moderation of school proforma returnsLearning Centre moderation exercise |
| 13th Mar – MODERATION WEEK 2 | Moderation of school proforma returnsLearning Centre moderation exercise |
| 20th MarMODERATION WEEK 3 | Moderation of school proforma returnsLearning Centre moderation exercise |
| 27th MarMODERATION WEEK 4 | Moderation of school proforma returnsLearning Centre moderation exercise |
| 10th April | Collate outcome of moderation exercise |
| 17th Apr | Work on allocation |
| 24th Apr | 1st draft of allocation completeAlign 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 |