

School Calendar & Quality Assurance Tasks 2023 - 2024

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
14-Aug	HOLIDAY	HOLIDAY	HOLIDAY	IN-SERVICE	IN-SERVICE
21-Aug	House Assemblies WB SPLT and S1-S6 Prefect Applications Open WB	S3 Workshop - G ARMSTRONG Irvine Youth Forum		AAA Meeting 1	Faculty Standards & Qualities Deadline FIP Deadline Extended Interval - Info Sharing
28-Aug	Extra Curricular Fayre Pupil Support Referral Consultation	Pupil Parliament Consultation (PM) ASN - S1/S2 - Prefect Meeting	Dyslexia Forum	SPLT Interviews	HT Excellence Awards SP Tolkien Day

	QA Calendar/Activities					
Activity	All	CTs	FHs	SLT		
SQA Analysis shared on Inset day				X		
Meeting schedule for PTAC, SIR Case Conference, Learning Reviews,			X	X		
Transition schedule published				×		
WSM & ELT dates/times published				×		
School Calendar & WTA published				×		
Working Groups published				×		
SIP issued to all stakeholders, shared with NAC & published on				×		
PEF plan formulated & shared with stakeholders				×		
FIP completed & submitted			×			
Attendance/Roll Analysis				×		
Policies updated and shared with stakeholders				×		
VYP list confirmed			×	×		
S&Q report completed			⊠	☒		
Senior Pupil Leaderhsip Team/Pupil Prefect Interviews				×		
Handbook updated				☒		
S6 Learner Agreements			×	⊠		

w/c	Monday	Monday Tuesday Wednesday		Thursday	Friday
04-Sep	SQA Results Analysis Meetings FH/CT WB	Sponsored Walk Millport Immunisation Catchup Prizegiving		Extended Leadership Team Meeting 1 MVP Training	NO FURTHER LEVEL CHANGES MVP Training PRD Deadline
11-Sep	SQA Results Analysis Meetings with HT - WB Pupil Support Referral Consultation STAR workshops - S4-6 PSHE WB House Family Focus - S1 Year Group Assemblies		UCAS Discovery Day BGE Roald Dahl Day	UCAS Discovery Day P6/7 Open Evening	
18-Sep	IN-SERVICE	Senior Phase Tracking Open Youth Mental Health Day CANI COACHING S1 STAR workshops - S4-6 PSHE	CANI COACHING S1 S4 N5, Badminton Single Performance CANI COACHING S1 BGE Showcase Open Evenin Parent Conversation Café ar		CANI COACHING S6 Parents in Partnership (PIP)
25-Sep	MATHS WEEK SCOTLAND Literacy/Numeracy Testing Learning Round 1 - DHT Link and FH	Mental Health Awareness Sessions ASN S1/S2 Prefect Meeting European Day of Languages P7 Challenge Day 1	Senior Phase Tracking - Class Teacher Deadline Ayrshire Cross Country Championships Dyslexia Forum	Whole Staff Meeting 1 S1/3/5 School Photographs	Extended Interval - Info Sharing Parents in Partnership (PIP) HT Excellence Awards

	QA Calendar/Activities				
Activity	All	CTs	FHs	SLT	
SQA results analysis meetings	X				
SQA level review	X				
Update leavers destination report				X	
Timetable & curriculum offering review	X				
S1 HT Focus groups				X	
S3 Literacy & Numeracy ACEL Targets			\boxtimes	X	
Census completion	X				
PRD completion	X				
PPR Analysis				X	
Complaints analysis				X	
SP Tracking CT QA		×			
Learning Round 1	X				
Challenge Questions Analysis - 3.2			×	X	

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
	Senior Phase Tracking - FH QA Deadline		Senior Phase Tracking Senior Leadership	S1 PARENTS' EVENING	SIR Fundraising Race Night
02-Oct	Black History Month		QA Deadline	Mental Health Ambassadors Programme National Teachers Day	SIR Case Conference Pupil Support Referral Term Evaluation
	Pupil Support Referral Consultation			AAA Drop In- S1 Parents' Evening	Parents in Partnership (PIP)
				Mental Health Ambassador Programme	r drents in r drenership (r ii)
	Senior Phase Tracking Reports issued - WB	Class Teacher BGE S2 Reports Open		Royal Recognition QA Deadline	QA Senior Phase Interventions FH/SLT
09-Oct	S1 Learning Review Week	World Mental Health Day	QA Confidential Information Spreadsheet	SIR Parental Engagement afternoon	Barista, T&T & Leadership Joint Coffee Morning
03-000	House Assembly	S4 N5 - Badminton - Single Performance	Family Engagement Event 1	Extended Leadership Team Meeting 2	Royal Recognition Text issued
		5 The Bullimiter emple remainding		AAA Prelim Evidence Deadline	Extended Interval - Social
				Parent Conversation Café am	
16-Oct	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
				Mental Health Ambassadors Programme	
	Work Experience	S1 Resilience Workshop	Work Experience	Ghost Tour TBC	S2 Full Reports - Class Teacher Deadline
23-Oct	WB House Family Focus - Attendance	ASN - S1/S2 Prefect Meeting	YPI Start Date	Royal Recognition QA Deadline	Work experience
	Quality Assurance of AAA	Work Experience	Dyslexia Forum	SIR Parental Engagement Afternoon	Extended Interval - Info Sharing
	• ,	'	•	Work experience	S .
				Whole Staff Meeting 2	
	Pupil Support Referral Consultation				
	S1 Tracking Opens				
30-Oct	N5 Geography Trip				

	QA Calendar/Activities						
Activity	All	СТѕ	FHs	SLT			
SP T&M Reports QA			X	X			
S1 Parents Evening Survey Analysis				X			
S2 Reports CT QA		X					
PPR Analysis			X	X			
SP TMI Analysis	×						
Royal Recognition QA			X	X			
PEF Flash Report Analysis				X			
S2 HT Focus Groups				X			
Learning Round 1 Analysis			X	X			
Challenge Questions analysis - 1.3 & 2.3			X	X			

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
30-Oct	Pupil Support Referral Consultation S1 Tracking Opens N5 Geography Trip	P7 Challenge Day 2 Flu Immunisation (S1,2,3,6) Period 4&5 Higher PE Single perf	Flu Immunisation (S4,5)	Period 1&2 Higher Single Perf Mental Health Ambassadors Programme Trip to <i>Tally's Blood</i> at The Gaiety Theatre Ayr	QA AAA Ends
06-Nov	S2 Reports Faculty Head Quality Assurance DYW focus month Higher Geography Trip BEBRAS Challenge Year Group Assembly		Senior Phase Tracking Opens ASN Subject Champion Meeting	S2 Options Evening Mental Health Ambassadors Programme	S2 Reports Senior Leadership Quality Assurance HT Excellence Awards Parents in Partnership (PIP)
13-Nov	S2 Reports Issued WB S2-S5 Mock options open Parliament week Kindness Day/Odd Socks Day Anti Bullying Week BEBRAS Challenge Learning Round 2 - Dept Trios WB House Family Focus - WA Pupil Support Referral Consultation	Curricular Market Place	S3 Full Reports Open Extended Leadership Team Meeting 3 UCAS submission	S1 Tracking Reports Class Teacher Skills Event Scotland Mental Health Ambassadors Programme Parents in Partnership (PIP)	HOLIDAY
20-Nov	HOLIDAY		S2 Parents' Evening/Curricular Marke Place Dyslexia Forum	S1 Tracking FH Quality Assurance Mental Health Ambassadors Planning Parent Conversation Café am	Senior Phase Tracking Class Teacher White Ribbon Day Extended Interval - Info Sharing Parent Open Day SSR Parents in Partnership (PIP)
27-Nov	Music Practical Prelims S2 Learning Review Week	S1 Tracking Senior Leadership Quality Assurance Music Practical Prelims ASN S1/S2 Prefect Meeting	Senior Phase Tracking Faculty Head QA Music Practical Prelims Flu Immunisation (catch-up)	S3 Full Report Class Teacher Music Practical Prelims Whole Staff Meeting 3	Senior Phase Tracking Senior Leadership Quality Assurance S2-5 Mock Options close Music Practical Prelims HT Excellence Awards

	QA Calendar/Activities						
Activity	All	CTs	FHs	SLT			
S3 HT Focus Groups				X			
S2 Reports FH QA			X				
S2 Reports SLT QA				X			
Learning Round 2 - Dept Trios		×	X				
Learning Round 2 - Analysis		×	X	X			
S2 Parents' Evening Survey Analysis				X			
CT S1 Tracking QA		×					
FH S1 Tracking QA			X				
SLT S1 Tracking QA				X			
Senior Phase Tracking - CT QA		×					
Senior Phase Tracking - FH QA			X				
Senior Phase Tracking - SLT QA				X			
S3 Full Report - CT QA		×					
16+ Tab Analysis			X	X			
FH/DHT SP Tracking Analysis			X	X			
HT Parent/Carer Focus Group				×			

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
04-Dec	S1 Tracking Report issued Music Practical Prelims Nat 5 Practical Cookery Prelims Pupil Support Referral Consultation	Senior Phase Tracking Issued WB Music Practical Prelims P7 Challenge Day 3 SIR Parental Engagment afternoon Period 4&5 Higher PE Single Performance Nat 5 Practical Cookery Prelims	Nat 5 Practical Cookery Exams Family Engagement Event 2	Nat 5 Practical Cookery Prelims S1 Christmas Panto trip/Cinema Mental Health Ambassadors Celebration Follow Up Period 1&2 Higher Single Perf	Nat 5 Practical Cookery Exams SIR Case Conference Christmas Jumper Day Purple Friday
11-Dec	S3 Report FH Quality Assurance Nat 5 Practical Cookery Prelims WB - House Family Focus - Winter Leavers	Nat 5 Practical Cookery Exams Travel and Tourism Trip	Nat 5 Practical Cookery Exams	Senior Phase Parents' Evening S4 Full Day Art Prelim Nat 5 Practical Cookery Prelims Summer Leavers (S4/S5) 16+ entry	S3 Report SLT QA S5/S6Full Day Art Prelim Nat 5 Pract Cookery Prelims Staff Christmas Night Out Pupil Support Referrals - Term Evaluation 2024/2025 Handbook deadline
18-Dec	Senior Phase Learning Review Week S3 Reports Issued Senior Phase Assembly Carehome visits AAA Prelim Timetable/Religious Assemblies House WB	Extended Leadership Team Meeting 4	Quality Assurance Confidential Information Spreadsheet Christmas Disco - P5 and P6 ASN - S1/S2 Prefect Meeting	Royal Recognition QA Deadline Christmas Concert Parent Conversation Café am	QA BGE/ SP Interventions Royal Recognition Text Issued Extended Interval - Social HT Excellence Awards FIP/SIP Review PEF Impact Report
25-Dec	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY

	QA Calendar/Activities						
Activity	All	CTs	FHs	SLT			
Challenge Question Analysis - 1.3			X	X			
S3 Report - FH QA			X				
S3 Report - SLT QA				X			
SP Parents' Evening Survey analysis				X			
Summer Leavers (S4/5) 16+ data entry			X	X			
S4/5 HT Focus Groups				X			
HT Staff Focus Group				X			
PEF Flash report Analysis				X			
QA of BGE/SP interventions			×	X			
PPR Analysis			X	X			
Mock Options Analysis				X			
Prom QA				X			
SIP/FIP Review	X						

IRVINE ROYAL ACADEMY CALENDAR 2023/24

JANUARY

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
01-Jan	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
08-Jan	Ski Trip Pupil Support Referral Consultation Year Group Assembly	Ski Trip	Ski Trip	Ski Trip	Ski Trip CT /FH BGE Review
15-Jan	PRELIMS start (S4-6)		Options Information Evening	Extended Leadership Team Meeting 5	
22-Jan	Holocaust Memorial week - SS & RME S2 Options interviews WB House Family Focus - Sporting Successes	ASN - S1/S2 Prefect Meeting		S3 PARENTS' EVENING -Robert Burns Day Parent Conversation Café am	PRELIMS finsih (S4-S6) HT Excellence Awards Extended Interval - Info Sharing
29-Jan	BGE REVIEW FH /SLT S3 Options interviews Scotland Loves Languages S3 Learning Review Week		Dyslexia Forum	Whole Staff Meeting 4	PE Single Performance

QA Calendar/Activities						
Activity	All	CTs	FHs	SLT		
S4-S6 Prelim Analysis	X					
S3 Parents' Evening Survey analysis				X		
Christmas Leaver data analysis			X	×		
Challenge Questions Analysis - 3.1			\boxtimes	×		
BGE Review - CT/FH		X	\boxtimes			
BGE Review - FH/HT			X	X		

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
05-Feb	S4/5 Option Interviews Childrens Mental Health week LGBT History Month AAA Analysis Week	House Assembly Mental Health Dinner	Safer Internet Day SIR Parental engagement afternoon House Assembly ASN Subject Champion Meeting	Senior Phase Tracking Class Teacher Deadline House Assembly Extended Interval - Social	HOLIDAY
12-Feb	HOLIDAY	IN-SERVICE	Immunisation Day (S3-6) Creative Arts London Trip Learning Round 3 - Cross-curricular	Creative Arts London Trip AAA Meeting 3	Parent Open day SSR S2/3/4/5 Options Deadline Creative Arts London Trip SIR Case Conference Care Day
19-Feb	Practical Cookery Time Plan assessment (4C P1) WB House Family Focus - Always on Time Pupil Support Referral Consultation Class Teacher/FH Senior Phase Review House Assemblies	Senior Phase Tracking Quality Assurance Faculty Head Practical Cookery Time Plan assessment (4D-P6)	Practical Cookery Time Plan assessment (4G P5) Dyslexia Forum	Practical Cookery Time Plan assessment (5C P1) Parent Conversation Café am	Senior Phase Tracking Senior Leadership Quality Assurance Extended Interval - Info Sharing
26-Feb	First change of level PE Single Performance Literacy Numeracy Testing Week	Senior Phase FH/SLT Reviews Begin PE Single Performance ASN S1/S2 Prefect Meeting	Senior Phase Reports Issued PE Single Performance Enhanced Transition	PE Single Performance Whole Staff Meeting 5 AAA Drop-ins	HT Excellence Awards PE Single Performance

QA Calendar/Activities							
Activity	All	CTs	FHs	SLT			
Senior Phase Tracking - CT QA		X					
Learning Round 3 Analysis		×	\boxtimes	×			
Class Teacher - BGE Data Review		×	\boxtimes				
Senior Phase Tracking FH QA			×				
Senior Phase Tracking - SLT QA				×			
Senior Phase Data Review CT/FH		×	\boxtimes				
S2/3/4/5 Options complete/analysis			\boxtimes	×			
HT Partner Focus Group				×			
Staff Wellbeing Survey analysis			×	×			
Senior Phase Data Review - FH/HT			X	×			

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
04-Mar	N5 Practical Cookery Exams Modern Apprenticeship week Literacy Week Pupil Support Referral Consultation PE Single Performance IDL week	N5 Practical Cookery Exams Modern Apprenticeship week PE Single Perf	N5 Practical Cookery Exams Enhanced Transition PE Single Perf Modern Apprentice Week	N5 Practical Cookery Exams Modern Apprenticeship Week World Book Day PE Single Perf SQA AAA Deadline	N5 Practical Cookery Exams Modern Apprenticeship Week PE Single Perf
11-Mar	N5 Practical Cookery Exams Young Carers week N5 French Talk Exam Quality Assurance AA Starts House Assemblies	N5 Practical Cookery Exams Young Carers week	N5 Practical Cookery Exams Enhanced Transition PE Single Perf Young Carers week	Community Carousel N5 Practical Cookery Exams Pupil Support Referral Term Evaluation Young Carers week	SP FH/ SLT QA Interventions Nat 5 Practical Cookery Exams Young Carers week
18-Mar	HPV MMR Immunisation WB House family Focus - S6 Leaders Pupil Support Referral Consultation	HPV MMR Immunisation AAR Deadline for AAA	Enhanced Transition	Extended Leadership Team Meeting 6 SQA Change of level closes Family Engagement Event 3 Parent Conversation Café am	Change of level complete YPI ends Quality Assurance AAA Ends
25-Mar	Tolkein Day Reliogious Assemblies	ASN - S1/S2 Prefect Meeting	Enhanced Transition Celebration of Success Creative Arts Senior Showcase Royal Recognition QA Deadline QA Confidential Information Spreadsheet	Senior Phase Estimates Open SQA Deadline Royal Recognition Text Issued Extended Interval - Social HT Excellence Awards	HOLIDAY

QA Calendar/Activities						
Activity	All	CTs	FHs	SLT		
IDL Week Review	X					
Senior Phase FH QA Interventions			×			
Senior Phase SLT QA Interventions				X		
SQA Change of level analysis			×	X		
PPR Analysis			×	X		

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
01-Apr	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
08-Apr	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
15-Apr	S1 Full Report/BGE Level Open Cash For Kids Fundraising Maths and Numeracy Day Pupil Support Referral Consultation House Assemblies	Cash For Kids Fundraising	Senior Phase Estimates Complete SQA Estimates close Cash For Kids Fundraising	Cash For Kids Fundraising	Cash For Kids Fundraising
22-Apr	S3 Practical Cookery Exam (3H, P6&7) SQA exams start Earth Day WB House Family Focus - S1-S3 Pupil Prefects Year Group Assemblies	S3 Practical Cookery Exam (3D2, P1&2) P7 Challenge Day 4	P6 Transition Curricular Exposure (PE) Dyslexia Forum	UK MT S3 Practical Cookery Exam (3C P5&6) Whole Staff Meeting 6 Parent Conversation Café am	Extended Interval - Info Sharing S3 Practical Cookery Exam (3D1 P1&2) Parent Open day SSR HT Excellence Awards BGE level entered S1/S2/S3
29-Apr	N4 Practical Cookery Catch Up Pupil Support Referral Consultation	N4 Practical Cookery Catch Up ASN - S1/S2 Prefect Meeting	N4 Practical Cookery Catch Up P6 Transition Curricular Exposure (Science)	S1 Full Report CT N4 Practical Cookery Catch up Extended Leadership Team Meeting 7	CT /FH BGE Review N4 Practical Cookery Catch Up HT Excellence Awards

QA Calendar/Activities						
Activity	All	CTs	FHs	SLT		
Senior Phase estimate analysis	\boxtimes					
Senior Phase Attainmnet meetings - FH/HT			\boxtimes	\boxtimes		
S1 Full Report - CT QA		X				
BGE Levles - CT QA		X				

IRVINE ROYAL ACADEMY CALENDAR 2023/24

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
06-May	HOLIDAY	IDL Week - RRS N4 Practical Cookery Catch up Literacy/Numeracy testing week	N4 Practical Cookery Catch Up P6 Transition Curricular Exposure (Technical)	S1 Full Repost FH QA N4 Practical Cookery Catch up	BGE levels / FH QA N4 Practical Cookery Catch up
13-May	Outdoor Learning/Activities Week Work Experience Mental Health Awareness Week	School Athletics Championships Work Experience BGE REVIEW FH /SLT	S1 Full Report/ BGE/Senior Leadership QA Work Experience Parental Paris Trip Information Session P6 Transition Curricular Exposure (Languages)	S3 SNSA Lit/Num Work Experience Parent Conversation Café am	S1 Full Report issued Work Experience SIR Case Conference Pupil Support Referral Term Evaluation
20-Мау	S2/3 Tracking Report Issued Work Experience S3 Music Practical exams BGE Transition & Believe in Better Week Pupil Support Referral Consultation WB House Family Focus - Summer Leavers	North Ayrshire Athletics TBC Work Experience S3 Music Practical Exams	S3 Literacy/Numeracy ACEL Work Experience S3 Music Practical Exams North Ayrshire Athletics TBC Dyslexia Forum Family Engagement Event 4	S3 Celebration Event Work Experience S3 Music Practical Exams Pupil Support Celebration of Success Event	IN-SERVICE
27-May	HOLIDAY	BGE Tmetable Change TBC ASN S1/S2 Prefect Meeting	P6 Transition Curricular Exposure (Music) Cluster Transition Showcase	Extended Leadership Team Meeting 8 SQA Exams End	Extended Interval - info sharing Parent Open day SSR HT Excellence Awards New S5/S6 Transition day Winter Leavers' 16+ entry

QA Calendar/Activities						
Activity	All	CTs	FHs	SLT		
IDL Week Review	X					
S1 Full Report - FH QA			×			
BGE Levels - FH QA			×			
S1 Full Report - SLT QA			X	X		
S3 SNSA Lit/Num analysis			×			
Outdoor Learning Review	X					
BGE Review - CT/FH		×	×			
BGE Review - FH/HT			X	X		
S3 ACEL Analysis			×	X		
PPR Analysis			X	X		
FIP/SIP Review	X					

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
03-Jun	Seniors Return	S4 /S5 Leavers' Event	S1 Induction Day P7 Parental Event - 5:30pm	S1 Induction day	S6 Leavers' Ceremony
10-Jun	Paris Trip Pupil Support Referral Consultation House Assembly	Paris Trip	Paris Trip Uniform Showcase	Paris Trip Parent Conversation Café am	S6 Fun Day Paris Trip
17-Jun	WB House Family Focus - HOH Pick	SPOTY	Cabaret/Show TBC Royal Rewards Trips QA Confidential Information Spreadsheet	Cabaret/Show TBC	S6 Prom - TBC HT Excellence Awards Pupil Support Referral Term Evaluation Whole School Calendar deadline WTA deadline
24-Jun	Pupil Support Referral Consultation	ASN - S1/S2 Prefect Meeting	Whole School Sports Day SSR Celebration	Royal Recognition QA Deadline	End of Term Staff BBQ Royal Recognition Text Issued Extended Interval - Social SIP/FIP Deadline Whole School S and Q Report PEF Impact Report

QA Calendar/Activities						
Activity	All	CTs	FHs	SLT		
FIP/SIP 24/25 Completion	×		×	X		
Faculty and Whole School Standards and Qualities Report			X	×		