

St Joseph's Specialist Trust
Staff, Trustee's & Governor's Term Planner 2018-2019



Autumn Term (1)			
September			
Block 1 Week 1		Event Planning Meeting Content	
Mon	3 rd		PROFESSIONAL LEARNING
Tues	4 th		PROFESSIONAL LEARNING
Wed	5 th		Students return to school at 9.00am St Clare (11/8) Feast Day Celebration
Thur	6 th		Start of Term Meeting & Reflection: 2pm in the Chapel for Care, Admin, Facilities, Domestic and Catering staff 3:40pm in the School Hall for Therapies, Education and teams that support the classes
Fri	7 th		
Block 1 Week 2			
Mon	10 th		
Tues	11 th		Strategic Core Planning Meeting
Wed	12 th		
Thur	13 th		
Fri	14 th		10.00 Trustee Meeting
Block 1 Week 3			
Mon	17 th		
Tues	18 th	Arts Week 1 Harvest Liturgy Our Lady Liturgy Grandparents Liturgy / Week 1	4.00 pm Event Planning Annual Review Week
Wed	19 th		7:00pm Full Governing Body – Business Meeting Annual Review Week
Thur	20 th		4.15pm - Deanery Mass at St. Peter's School, Guildford
Fri	21 st		Jeans for Genes (HVM)
Block 1 Week 4			
Mon	24 th		1.30pm - Family Afternoon Tea (LY) 2.30pm Harvest Festival Celebration (DPu)
Tues	25 th		Curriculum Planning Meeting Annual Review Week
Wed	26 th		Annual Review Week
Thur	27 th		
Fri	28 th		St. Michael's (29/9) Feast Day Celebration
October			
Block 1 Week 5			Diocesan Grandparents' Week 29th Sept – 7th Oct 2018
Mon	1 st		2.30pm Grandparents Liturgy (DPu)
Tues	2 nd		Grandparents Visits SLT Workshop Annual Review Week
Wed	3 rd		Grandparents Visits Annual Review Week
Thur	4 th		Grandparents Visits
Fri	5 th		

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Block 1 Week 6		Event Planning Meeting Content	
Mon	8 th		4:00pm Finance, Personnel, and Pay Policy Committee Meeting
Tues	9 th	Kindness week Arts Week 2 Our Lady Liturgy 2	4.00 pm Event Planning Annual Review Week
Wed	10 th		Annual Review Week
Thur	11 th		
Fri	12 th		
Block 1 Week 7			Enrichment, Progress & Assessment Week for teachers ARTS WEEK
Mon	15 th		1.30pm - Family Afternoon Tea (LY) 2.30pm Our Lady Liturgy & Procession (DPu)
Tues	16 th		Autism Inspection (AS Office) Curriculum Planning Annual Review Week
Wed	17 th		Autism Inspection (AS Office) 2:30pm Care, Supported Living, Health & Safety Committee Meeting Transition Workshops (AD) 1 of 8 Annual Review Week
Thur	18 th		Autism Inspection (AS Office)
Fri	19 th		Arts Week Celebration Day (EL) 10.00am St. Joseph's Oscar Show St John Paul II (22/10) Feast Day Celebration Last Day of Term - Students finish 3.00pm
Half Term w/c Monday 22 nd October			

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Autumn Term (2)			
Block 2 Week 1		Event Planning Meeting Content	
Mon	29 th		Students return to school at 9.30am Start of Term Meeting & Reflection: 2pm in the Chapel for Care, Admin, Facilities, Domestic and Catering staff 3:30pm in the School Hall for Therapies, Education and teams that support the classes
Tues	30 th		Strategic Core Planning Meeting
Wed	31 st		
November			
Thur	1 st		
Fri	2 nd		
Block 2 Week 2			Poppy Appeal Week (HVM)
Mon	5 th		
Tues	6 th		Annual Review Week
Wed	7 th	Christingle Christmas Fair 1 Nativity 1	Care and Education Football Match 3.30pm Event Planning Annual Review Week
Thur	8 th		
Fri	9 th		Armistice Day
Block 2 Week 3			
Mon	12 th		1 Minute Silence – Remembrance Day (HVM) 1.30pm - Family Afternoon Tea (LY)
Tues	13 th		Curriculum Planning Meeting Annual Review Week
Wed	14 th		Annual Review Week
Thur	15 th		
Fri	16 th		1.15-2.15 Children in Need Disco (HVM)
Block 2 Week 4			
Mon	19 th		
Tues	20 th		Strategic Core Planning Meeting – SLT Workshop Annual Review Week
Wed	21 st		4:00pm Finance, Personnel and Pay Policy Committee Transition Workshops (AD) 2 of 8 Annual Review Week
Thur	22 nd		
Fri	23 rd		Student Takeover Day 2017 (HVM)
Sat	24 th		
Sun	25 th		2.30 Mass for Christ the King - Chapel. (DPu) Father David
Block 2 Week 5			
Mon	26 th		
Tues	27 th	Nativity 2 Christmas Fair 2 Epiphany 1	3.30pm Event Planning Annual Review Week
Wed	28 th		2:30pm Care, Supported Living, Health & Safety Committee Annual Review Week
Thur	29 th		
Fri	30 th		

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December			
Block 2 Week 6			
Mon	3 rd		1.30pm - Family FestiviTea (Family Afternoon Tea) (LY) 2.30pm Advent & Christingle Celebration (DPu) High Sheriff Visit
Tues	4 th		10.30 Wooden Spoon Event (SI) Curriculum Planning
Wed	5 th		
Thur	6 th		
Fri	7 th		10-11.30am Christmas Fair (HVM)
Block 2 Week 7			
Enrichment Theme "Christmas"			
Mon	10 th		
Tues	11 th		Strategic Core Planning Meeting 7 pm Wintershall Nativity Dress Rehearsal Christmas Lunch
Wed	12 th		
Thur	13 th		4:30pm Curriculum & Progress Committee 7:00pm Full Governing Body Meeting. Lunch at 6.00 7.00pm Residential Christmas Party
Fri	14 th		10.00 – 2.30pm Trustee Meeting 2pm Father Christmas Visit to School 1.15 -2.15 Save the Children's Christmas Jumper Day 2018 & Christmas Disco (Chapel) (HVM)
Block 2 Week 8			
Mon	17 th		1.30pm & 7.00pm Carol Service & Nativity (All Pathways) Holy Family (27/12) Feast Day Celebration
Tues	18 th		11.45 – 2.00 Class parties with takeaway boxed food 2:00-2:30 Tidy up and pack up classrooms and departments ready for the holiday 2.00 – 2.45 Care staff due to receive 52 week children in Houses to attend a special Christmas Reception I the training room 2:30 – 3.00 Carol Concert in the School Hall for everyone 3.00 – 3.15pm Transition to taxis or houses Last Day of Term Students finish at 3.15pm
Christmas Holidays from 19 th December			

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Spring Term (1)			
January			
Thurs	3 rd	Event Planning Meeting Content	PROFESSIONAL LEARNING
Fri	4 th		PROFESSIONAL LEARNING
Block 3 Week 1			
Mon	7 th		Students return to school at 9.30am 2.30pm Epiphany Liturgy (DPu)
Tues	8 th		Start of Term Meeting & Reflection: 2-2.30pm in the Chapel for Care, Admin, Facilities, Domestic and Catering staff 3:40pm in the School Hall for Therapies, Education and teams that support the classes
			Interim EHCPs
Wed	9 th	Work Exp + Certificate Eve 1	3.40 pm Event Planning
Thurs	10 th		
Fri	11 th		
Sat	12 th		
Sun	13 th		2.30 Mass - Chapel. (DPu) Father Kevin Dring
Block 3 Week 2			
Mon	14 th		1.30pm - Family Afternoon Tea (LY)
Tues	15 th		Curriculum Planning Meeting
			Interim EHCPs
Wed	16 th		Transition Workshops (AD) 3 of 8
Thurs	17 th		2:30pm Care, Supported Living, Health & Safety Committee
Fri	18 th		
Block 3 Week 3			
Mon	21 st		
Tues	22 nd		Strategic Core Planning Meeting
			Interim EHCPs
Wed	23 rd		
Thurs	24 th		
Fri	25 th		
Block 3 Week 4			
Mon	28 th		Holocaust Memorial Day – 27.01.19
Tues	29 th	Work Exp + Certificate Eve 2, St J's Day Mss, St J's Day Talent Show, Ash Wednesday, Liturgy 1, Anointing of Ashes (1) Easter 1,	3.40pm Event Planning
			Interim EHCPs
Wed	30 th		4:00pm Finance, Personnel and Pay Policy Committee
Thurs	31 st		St. John Bosco (31/1) Feast Day Celebration

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February			
Fri	1 st		10.00 -2.30 Trustee Meeting
Block 3 Week 5			
Mon	4 th		1.30pm - Family Afternoon Tea (LY)
Tues	5 th		Internet Safety Day Curriculum Planning Meeting
			Interim EHCPs
Wed	6 th		
Thurs	7 th		
Fri	8 th		
Block 3 Week 6			
Mon	11 th		
Tues	12 th		Strategic Core Planning Meeting – SLT Workshop
			Interim EHCPs
Wed	13 th		Inspire Alliance (FA) Transition Workshops (AD) 4 of 8
Thurs	14 th		
Fri	15 th		Last Day of Term - Students finish 3.00pm
Half Term w/c 18 th February			

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Spring Term (2)			
Block 4 Week 1		Event Planning Meeting Content	
Mon	25 th		Students return to school at 9.30am Start of Term Meeting & Reflection: 2pm in the Chapel for Care, Admin, Facilities, Domestic and Catering staff 3:30pm in the School Hall for Therapies, Education and teams that support the classes
Tues	26 th	Ash Wednesday & Anointing of Ashes (2) Work Exp + Certificate Eve 3 St. Joseph's Mass & Talent Show (2) Easter 2	3.30pm Event Planning Interim EHCPs
Wed	27 th		
Thurs	28 th		
Fri	1 st		
March			
Block 4 Week 2			
Mon	4 th		1.30pm - Family Afternoon Tea (LY) 2:30pm Ash Wednesday Liturgy (DPu)
Tues	5 th		Curriculum Planning Meeting Interim EHCPs
Wed	6 th		9:15am Anointing of Ashes Mass (DPu) 2:30pm Care, Supported Living, and Health & Safety Meeting
Thurs	7 th		World Book Day – Explorers, Discoverers and Adventurers
Fri	8 th		
Block 4 Week 3			
Mon	11 th		4:00pm Finance, Personnel and Pay Policy Committee
Tues	12 th		Strategic Core Planning Meeting Annual Review Week/ Interim EHCPs
Wed	13 th		Transition Workshops (AD) 5 of 8 Annual Review Week
Thurs	14 th		
Fri	15 th		Red Nose Day St. Dominic Savio (9/3) Feast Day Celebration
Block 4 Week 4			Week Beginning 18th March - WORK RELATED ACTIVITIES & WORK EXPERIENCE – Week 1
Mon	18 th		10:15am St. Joseph's Patronal Feast Day Mass (DPu) St Joseph's Day Talent Show
Tues	19 th	Work Exp + Certificate Eve 4 Easter 3	3.30pm Event Planning Annual Review Week/ Interim EHCPs
Wed	20 th		Annual Review Week
Thurs	21 st		
Fri	22 nd		12pm Trustee Meeting
Sat	23 rd		Why and How (Royal Academy of Arts – 10.30-6pm)
Block 4 Week 5			Week Beginning 25th March - WORK RELATED ACTIVITIES & WORK EXPERIENCE – Week 2
Mon	25 th		
Tues	26 th		Curriculum Planning Meeting Interim EHCPs
Wed	27 th		
Thurs	28 th		4:30pm Curriculum and Progress Meeting 7.00pm Full Governing Body Meeting
Fri	29 th		

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APRIL			
Block 4 Week 6			
Mon	1 st		1.30pm - Family Afternoon Tea (LY) 2.00 – 3.00pm Palm Sunday Liturgy (All Pathways) (DPu)
Tues	2 nd		Autism Awareness Day Strategic Core Planning Meeting - SLT Workshop
			Interim EHCPs
Wed	3 rd		7pm Work Related Activities and Work Experience Certificate Evening (CS)
Thurs	4 th		2:00pm Last Supper Liturgy and Way of the Cross (DPu)
Fri	5 th		Last Day of Term Students finish 3.00pm
Easter Holidays w/c 8 April			

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Summer Term (1)			
APRIL			
Block 5 Week 1		Event Planning Meeting Content	
Mon	22		Easter Bank Holiday
Tues	23	Liturgies – (Resurrection; Mary; Ascension & Pentecost) Pilgrimage Duke of Edinburgh Exp Grounds Day	Students return to school 9.00am Start of Term Meeting & Reflection: 2pm in the Chapel for Care, Admin, Facilities, Domestic and Catering staff 3:40pm in the School Hall for Therapies, Education and teams that support the classes 3.30pm Event Planning
Wed	24		
Thur	25		
Fri	26		Choices & Decisions Day
Block 5 Week 2			
Mon	29		2.30pm – 3pm: Resurrection Liturgy (DPu)
Tue	30		Curriculum Planning Meeting Interim EHCPs
May			
Wed	1		
Thur	2		2:30pm Care, Supported Living, Health & Safety Committee
Fri	3		12pm Trustee Meeting
Block 5 Week 3			
Mon	6		May Day Bank Holiday
Tue	7		Strategic Core Planning Meeting Interim EHCPs
Wed	8		
Thur	9		
Fri	10		
Block 5 Week 4			
Mon	13		
Tue	14	Parents Eve 1 Leavers Eve 1 Art Exhibition 1 Grounds Day 2 Liturgies History Day Pilgrimage DofE Parents Eve 2 Leavers Eve 2 FGW 1 Art Exhibition 2	3.30 pm Event Planning Interim EHCPs
Wed	15		Transition Workshops (AD) 6 of 8
Thur	16		4:00pm Finance, Personnel and Pay Policy Committee
Fri	17		
Sat	18		Grounds Day (CD)

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Block 5 Week 5			
Mon	20		1.30pm - Family Afternoon Tea (LY) 2.30pm Mary the Mother of Jesus Liturgy + Procession (DPu)
Tue	21		Curriculum Planning Meeting
Wed	22		Interim EHCPs
Thur	23		
Fri	24		TBC Secondary School Annual Pilgrimage (time tbc) Arundel Cathedral (DP)
			Last Day of Term - Students finish 3.00pm
Half Term w/c 27 th May			

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Summer Term (2)			
June			
Block 6 Week 1		Event Planning Meeting Content	
Mon	3		Students return to school at 9.30am Start of Term Meeting & Reflection: 2pm in the Chapel for Care, Admin, Facilities, Domestic and Catering staff 3.30pm in the School Hall for Therapies, Education and teams that support the classes
Tue	4		Strategic Core Planning Meeting Interim EHCPs
Wed	5		
Thur	6		
Fri	7		
Block 6 Week 2			
Mon	10		1.30pm - Family Afternoon Tea (LY) 2.30 – Ascension & Pentecost Liturgy (DPu)
Tue	11	Parents Eve 3 Leavers Eve 3 FGW 2 Sports & Fun Day 1	3.30 pm Event Planning Interim EHCPs
Wed	12		Transition Workshops (AD) 7 of 8
Thur	13		
Fri	14		Autism Show at Excel Centre, London Day 1 Autism Show at Excel Centre, London Day 2
Block 6 Week 3			
Mon	17		10.00am Wintershall – Life of Christ - dress rehearsal (DPu)
Tue	18		Curriculum Planning Meeting Interim EHCPs
Wed	19		11.30am Good Shepherd Celebration 2019 Worth Abbey (DPu)
Thur	20		
Fri	21		12pm Trustee Meeting
Block 6 Week 4			
Mon	24		
Tue	25		Strategic Planning – SLT Workshop Interim EHCPs
Wed	26		2:30pm Care, Supported Living, Health & Safety Committee
Thur	27		
Fri	28		
July			
Block 6 Week 5			FEELING GOOD WEEK (HVM)
Mon	1		4:00pm Finance, Personnel and Pay Policy Committee
Tue	2	Parents Eve 4 Leavers Eve 3 Sports & Fun Day 2 Arts Week 18/19 (1)	Opening of St Joseph's /Cranleigh Art Exhibition – 10 days Interim EHCPs 3.30 pm Event Planning
Wed	3		
Thur	4		
Fri	5		Sports & Fun Day

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Block 6 Week 6			
Mon	8		
Tue	9		Curriculum Planning Meeting KS 1/2/3 Parents Evening followed by Presentation Evening + Transition Event 6.00pm – 7.30pm Pathway Leaders
Wed	10		4.30 Curriculum Progress Committee Transition Workshops (AD) 8 of 8
Thu	11		7.00 Full Governing Body Meeting
Fri	12		TBC: Prom for Leavers – Park Barn Centre Guildford
Block 6 Week 7			
Mon	15		1.30pm - Family Afternoon Tea (LY) 2.00 pm Leavers' Mass followed by tea (All Key Stages) (DPu) Leavers Presentation at Sandown (FA)
Tue	16		TBC: Bastille Day Celebration (ED) Strategic Core Planning Meeting
Wed	17		
Thur	18		Leavers' Presentation Evening – 6.30pm – 9.00pm inc Parents Evening – Pathway Leaders
Fri	19		
Block 6 Week 8			
Mon	22		
Tue	23		Last Day of Term Students finish 1pm 2pm End of Term Party – Staff Party
Wed	24		PROFESSIONAL LEARNING
Summer Holidays from 25th July			