

		Deadline	Where to save/send
<b>Autumn 2021</b>	All pupil passports completed with photographs	Friday 17 <sup>th</sup> September	<a href="https://drive.google.com/drive/folders/1VJVasro1oWGAjHoVJ5iWfdr5Sw-MZfYc?usp=sharing">https://drive.google.com/drive/folders/1VJVasro1oWGAjHoVJ5iWfdr5Sw-MZfYc?usp=sharing</a>  printed copy in individual Pupil Progress File
	Medium Term Planning Autumn 1	Monday 20 <sup>th</sup> September	<a href="https://drive.google.com/drive/folders/1qTM7OK_bSgzzTkHMEMP6Z6MP3sP6Znkq?usp=sharing">https://drive.google.com/drive/folders/1qTM7OK_bSgzzTkHMEMP6Z6MP3sP6Znkq?usp=sharing</a>
	PLPs updated for all students (including new students)	Friday 1 <sup>st</sup> October  Then updated as required throughout the year.	<a href="https://drive.google.com/drive/folders/1qDZ2DTA3WofLROgFELQyWXOPFTI5RL-5?usp=sharing">https://drive.google.com/drive/folders/1qDZ2DTA3WofLROgFELQyWXOPFTI5RL-5?usp=sharing</a>  printed copy in individual Pupil Progress File
	B Squared baseline (Progression Steps/EYFS) for new students only	Friday 1 <sup>st</sup> October  No B Squared updates then needed until May 2022	B Squared – Connecting Steps (online) V.5  printed level summary in individual Pupil Progress File
	Medium Term Planning Autumn 2	Monday 1 <sup>st</sup> November	<a href="https://drive.google.com/drive/folders/1qTM7OK_bSgzzTkHMEMP6Z6MP3sP6Znkq?usp=sharing">https://drive.google.com/drive/folders/1qTM7OK_bSgzzTkHMEMP6Z6MP3sP6Znkq?usp=sharing</a>
	Pupil Progress Reports	Wednesday 1 <sup>st</sup> December	<a href="https://drive.google.com/drive/folders/1fx690ZBsRAIFwXoTmi3d_afMSklyO6-t?usp=sharing">https://drive.google.com/drive/folders/1fx690ZBsRAIFwXoTmi3d_afMSklyO6-t?usp=sharing</a>
	Pupil Progress Meetings	Wednesday 1 <sup>st</sup> – 15 <sup>th</sup> December	
<b>Spring 2022</b>	Medium Term Planning Spring 1	Tuesday 4 <sup>th</sup> January	<a href="https://drive.google.com/drive/folders/1fx690ZBsRAIFwXoTmi3d_afMSklyO6-t?usp=sharing">https://drive.google.com/drive/folders/1fx690ZBsRAIFwXoTmi3d_afMSklyO6-t?usp=sharing</a>
	Parents' Consultation Evenings	W/B 14 <sup>th</sup> February	
	Medium Term Planning Spring 2	Monday 28 <sup>th</sup> February	<a href="https://drive.google.com/drive/folders/1z4EEXJjdCjbMkGK4FMRvXRpKF4HB_9qv?usp=sharing">https://drive.google.com/drive/folders/1z4EEXJjdCjbMkGK4FMRvXRpKF4HB_9qv?usp=sharing</a>
	Pupil Progress Reports	Friday 18 <sup>th</sup> March	<a href="https://drive.google.com/drive/folders/1glJ5qEZCseSTpnHNB83ZLE978bvZlqRv?usp=sharing">https://drive.google.com/drive/folders/1glJ5qEZCseSTpnHNB83ZLE978bvZlqRv?usp=sharing</a>
	Pupil Progress Meetings	Monday 21 <sup>st</sup> March – Friday 8 <sup>th</sup> April	
<b>Spring 2022</b>	Medium Term Planning Summer 1	Monday 25 <sup>th</sup> April	<a href="https://drive.google.com/drive/folders/1e5da-4BnyFn9tobqaTTPT0VH4dHfObyP?usp=sharing">https://drive.google.com/drive/folders/1e5da-4BnyFn9tobqaTTPT0VH4dHfObyP?usp=sharing</a>
	B Squared Assessments Complete	Friday 27 <sup>th</sup> May	B Squared – Connecting Steps (online) V.5  Printed level and progress summary in individual Pupil Progress File
	Medium Term Planning Summer 2	Monday 6 <sup>th</sup> June	<a href="https://drive.google.com/drive/folders/15jpU4lensorNW9cJt5sR-KjOiE8P1FMS?usp=sharing">https://drive.google.com/drive/folders/15jpU4lensorNW9cJt5sR-KjOiE8P1FMS?usp=sharing</a>
	Evidence for Learning Records compiled and sent to parents (End of Year report)	Friday 24 <sup>th</sup> June  Sent to parents on 15 <sup>th</sup> July 2022	<a href="https://drive.google.com/drive/folders/16AHwjJFsA2mRo3Te75nHi3Zai-0k_3g?usp=sharing">https://drive.google.com/drive/folders/16AHwjJFsA2mRo3Te75nHi3Zai-0k_3g?usp=sharing</a>  printed copy in individual Pupil Progress File
	Pupil Progress Reports	Thursday 31 <sup>st</sup> June	<a href="https://drive.google.com/drive/folders/1rCPr7Hqh3Zr0ZgYDwEw4vCPPJ8gJlOk3?usp=sharing">https://drive.google.com/drive/folders/1rCPr7Hqh3Zr0ZgYDwEw4vCPPJ8gJlOk3?usp=sharing</a>
	Pupil Progress Meetings	Monday 4 <sup>th</sup> – Friday 15 <sup>th</sup> July	

**B Squared** *does not* need to be updated continually. Please only update at the end of a term or in May. Our data collection points are October (baseline for new students) and May.

**Evidence for Learning** should be updated for each students as *often as possible* – at least several times during the week to show how they are progressing with their PLP learning intentions.

All copies of paperwork for students should be saved in the Google Drive folder that is linked **AND printed and placed in the individual Pupil Progress File** ready to access at any point and then pass on to new teacher.