



Timetabling Critical Dates

October

Request feedback from Heads of department on current timetable
Look at curriculum changes for the following year

November

Initial Year 12 Options

January

Staff loadings for following year confirmed
Curriculum Plan finalised except for Options. Best guess model.
Staffing analysis based on current information to inform Head about what staff to employ.

February

Year 9 and 11 Options

March

Year 9 and 11 Option blocks finalised
Curriculum Plan updated
Staffing analysis updated

April

Gather further information eg part time teachers requests, fixed points on timetable, grouping arrangements, room and equipment usage
Finalise curriculum plan
Start working on set lists for following year

May

Staffing requests from Heads of department
Schedule and lock fixed points on timetable

June

After May 31 further staff analysis to inform about appointments needed
Input staffing data from Heads of Department, return if necessary
Partial schedule trials
Schedule classes
Consult with teachers over problems and update on progress
Room Classes
Print timetables for checking
Amend timetables