

# HARLOW COLLEGE CALENDAR 2018-19

Aug-18					Sep-18					Oct-18					Nov-18					Dec-18					Jan-19									
MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI					
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2	3	4	5	6	7		1	2	3	4					
					Enrolment continues Induction week					Week 4					Week 1					Week 2					Week 3									
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	7	8	9	10	11					
					Trimester 1 teaching starts Week 1					Week 5					Walk through					Writing - Functional Skills Exam Week					Week 4									
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18					
					A Level & BTEC Results day A Level Staff return date					Enrolment					6 week health check flagging					Week 9					Clear up day					Week 5				
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25					
					3 week health check flagging					half term					Week 10					College Closure					Week 6									
All non-A level staff return date					Staff Development for Delivery Staff					GCSE results					Enrolment					Week 3					Week 7									
27	28	29	30	31						29	30	31			26	27	28	29	30	31					28	29	30	31						
Bank Holiday					Enrolment					Week 7					Week 11					College Closure					Week 7									

Feb-19					Mar-19					Apr-19					May-19					Jun-19					Jul-19									
MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI					
				1					1	1	2	3	4	5						1	2	3	4	5	3	4	5	6	7	1	2	3	4	5
										Week 4					Week 7					Week 11					Week 1									
4	5	6	7	8	4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12					
Maths - Functional Skills Exam Week					Week 11					Easter Break wk1					Bank Holiday					GCSE English					GCSE Maths									
Week 8		Open Evening						Staff Development		Good Housekeeping Day								Walk through																
11	12	13	14	15	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19					
Catch Up week					Trimester 3 Week 1					Easter break wk2					Bank Holiday					GCSE Maths					GCSE English									
18	19	20	21	22	18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26					
					Reading - Functional Skills Exam Week					Bank Holiday					Week 9					SRF Deadline					Well being Day									
Week 9					Week 2																													
25	26	27	28	29	25	26	27	28	29	29	30				27	28	29	30	31						29	30	31							
					Week 3					Week 6					Bank Holiday					Week 10														

**Autumn Term:** Monday 3 September 2018 - Friday 21 December 2018  
 \* w/c 3 September 2018 - Induction week for all teams (except Employability Skills Team and Sixth Form)  
 \* w/c 10 September 2018 - Teaching commences for all teams (except Employability Skills Team and Sixth Form)

**Spring Term:** Wednesday 2 January 2019 - Friday 5 April 2019

**Summer Term:** Tuesday 23 April 2019 - Friday 26 July 2019

**Harlow College Open Evenings:**  
 Tuesday 16 October 2018  
 Wednesday 6 February 2019  
 Thursday 2 May 2019

**Stansted Airport College Open Evenings:**  
 Tuesday 6 November 2018  
 Wednesday 13 February 2019  
 Thursday 9 May 2019

<b>Staff Development Days:</b>	1 Tues 21 August 2018 - Delivery Staff only 2 Weds 22 August 2018 - Delivery Staff only 3 Tues 18 December 2018 4 Thurs 7 March 2019	<b>Christmas Closure:</b>	The last working day will be Fri 21 Dec 2018 with return to work on Weds 2 January 2019. This means that staff need to take 3 days leave from their entitlement for the economic closure (27, 28 & 31 Dec). This will be automatically deducted via the HR System.
<b>Well Being Day - Friday 28 June 2019</b>		<b>Annual Leave</b>	<b>Periods during which Annual Leave cannot be taken:</b> From 20th August to 17th September 2018 <u>no</u> member of staff should take leave without the authorisation of the Executive Team. From 20th August to 19th October 2018 <u>no</u> member of staff involved in full time delivery should take leave without the authorisation of the Executive Team. Leave should not be taken on staff development days NOR on the Health & Well Being day, unless in exceptional circumstances.