

# HPTT Focused Teamwork: Yearly Schedule

## Secondary School EXAMPLE (LCC Cycle Compatible)

<b>HPT Teacher Team/ Faculty Meetings</b>	<b>General Staff Meetings (SM)</b>
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	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
<b>Week 1</b>	General SM	Before Moderation	Before Moderation	Before Moderation
<b>Week 2</b>	Data Discussion – select student for CM	Data Discussion – select student for CM	Data Discussion – select student for CM	Data Discussion – select student for CM
<b>Week 3</b>	Case Management 1 – Focus students	Case Management 1 – Focus students	Case Management 1 – Focus students	Case Management 1 – Focus students
<b>Week 4</b>	Reasonable adjustments	General SM	General SM	General SM
<b>Week 5</b>	General Staff Meeting	Team Wellbeing: Pulse Benchmarks Conversation 1x Booster	Team Wellbeing: Pulse Benchmarks Conversation 1x Booster	Case Management 2 (Review) – Focus students
<b>Week 6</b>	Team Wellbeing: Pulse Benchmarks Conversation 1x Booster	Case Management 2 (Review) – Focus students	Case Management 2 (Review) – Focus students	Moderation 1 (e.g., Fac A/B)
<b>Week 7</b>	Case Management 2 – Follow Up	Moderation 1 (e.g., Fac A/B)	Moderation 1 (e.g., Fac A/B)	Moderation 2 (e.g., Fac A/B)
<b>Week 8</b>	Moderation 1 (e.g., Fac A/B)	Moderation 2 (e.g., Fac A/B)	Moderation 2 (e.g., Fac A/B)	Report writing /
<b>Week 9</b>	Moderation 2 (e.g., Fac A/B)	Report writing / Parent Teacher Interviews / School Focus	Report writing / Parent Teacher Interviews / School Focus	Team Wellbeing: Pulse Benchmarks Conversation 1x Booster
<b>Week 10</b>	General Staff Meeting / Parent Meetings	General SM	General SM	General SM