

## Weekly Round Up

Date:

### Celebrations

*(What went well this week?)*

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### Updates on key tasks

*(What has progressed? What is the most important thing right now)*

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### My priorities next week

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### Reminders, key dates, and deadlines

*(Look ahead at the diary, check Trust calendar, check school updates)*

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### Communications

*(What do others need to know? Items for heads, leaders' updates)*

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### Any input needed

*(What, by when, from who?)*

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