School term date overview

Keep school closures, activities and deadlines visible.

Three steps

1. Check official school dates
2. Record actions
3. Update when notices change

A worked example

Date	Dec 4
Event	School trip
Action	Pack lunch
Confirmed	Yes

The trip has a confirmed preparation task.

Confirm dates with school.

School term date overview

Use one row per item or decision. Start with what you know.

Date	Event	Action	Confirmed

My next action / when