

Adding Term Dates

Menu → Settings → School Terms

Open First Tab Titled "Years" → Add an Academic Year Under "Name" → Fill in Start Date → Fill in End Date → Add → "Make Active"

Name	Start Date	End Date	
2024-2025	02/09/2024	25/07/2025	Make Active Edit
2025-2026	01/09/2025	25/07/2025	Active Edit

Open Second Tab Titled "Terms" → Add Term Under "Name" → Start Date → End Date → Term Number → Year → Add

Name	Start Date	End Date	Term Number	School Year	
Autumn	01/09/2025	19/12/2025	1	2025-2026	Active Edit
Spring	05/01/2026	27/03/2026	2	2025-2026	Active Edit
Summer	30/03/2026	31/07/2026	3	2025-2026	Active Edit

Open Third Tab Titled "Half Terms" → Select Term → Name Half Term → Start Date → End Date → Half Term Number → Year → Add

Term	Name	Start Date	End Date	Half Term Number	School Year	
Autumn	Autumn 1	01/09/2025	24/10/2025	1	2025-2026	Active Edit
Autumn	Autumn 2	01/11/2025	19/12/2025	2	2025-2026	Active Edit
Spring	Spring 1	01/01/2026	20/01/2026	1	2025-2026	Active Edit
Spring	Spring 2	30/03/2026	13/04/2026	2	2025-2026	Active Edit
Summer	Summer 1	20/04/2026	29/05/2026	1	2025-2026	Active Edit
Summer	Summer 2	01/06/2026	30/07/2026	2	2025-2026	Active Edit

Open Fourth Tab Titled "Holidays" → Name Holiday → Start Date → Add

Name	Date	
Coronation Bank Holiday	08/05/2023	Edit Delete
Early May Bank Holiday	04/05/2026	Edit Delete
Spring INSET	14/05/2026	Edit Delete