

YEAR PLAN 2017

FIRST TERM

ACTIVITY – RESPONSIBILITY		Target Group	End Date
09 Jan	School opens for Teachers SMT plenary meeting Staff meeting Meeting with support staff	All staff SMT All teaching staff Support staff & P	09 Jan
10-Jan	Grade R Orientation Staff meeting Staff Workshop by HoDs on Assessment, Pace setting/Trackers Dispatch of LTSM & Learner Profiles to Teachers by HoDs Display of class lists Issue of temporary registers by DP Principals' Meeting	Parents & Gr R pupils All staff All staff in phases Class teachers Class teachers Teachers Principals	10 Jan
11-Jan	School opens for Pupils Stock take – Teachers complete stock sheets for 2017 Teachers introduce Code of Conduct to pupils Staff meeting	Pupils All teachers Pupils All staff	11 Jan
12 Jan	Enrolment – go to waiting lists to fill any pupil vacancies – if any School readiness monitoring begins	Parents on waiting list All schools	13 Jan 25 Jan
13 Jan	Grade meeting – discuss Assessment Plan in conjunction with Term Plan & Lesson Plans & Trackers where applicable	Teachers	13 Jan
16 Jan	Staff meeting	All teachers	2.00 – 3.00pm
17-Jan	Grade R to Grade 7 Information Evening – Introduce parents to Pupils' Code of Conduct, Parents' Code of Conduct, Teacher requirements & expectations, the Homework Policy & the Teachers' Code of Conduct	Parents	6.00 – 8.00pm
20 Jan	Prefect selection Commence Athletics Programme – inter-grade challenges Submission for HoD/DP moderation – Task 1 (& 2 for subjects with > two tasks)	Gr 6 & 7 teachers Pupils & Mr K Singe Teachers	2.00 – 2.30pm 20 Jan 20 Jan
23 Jan	Identify orphans & vulnerable children, candidates for FPS Feeding Scheme & State Grant recipients Staff Development Workshop - SMT	Teachers All teachers	23 Jan
24 Jan	SGB Meeting – Orientation & Development for new members Road Safety Awareness – Scholar Patrol Meeting	All SGB members P Myburg & Sch Pat	6.30 – 8.30pm 24 Jan
25 Jan	Submission of Snap Survey Forms	Principals	25 Jan
27 Jan	Teachers update Learner Profiles & submit to HoDs Prefect induction at assembly & meeting with prefects – duties & expectations – SMT present Teachers set up classroom reading corners after collecting library books Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting Submit School Profile	Class teachers C. Cara, SMT, prefects & pupils Pupils All teachers	10 Jan – 27 Jan 27 Jan
29 Jan	Identifying pupils with health and other barriers	SIAS Committee	29 Jan
31 Jan	Submit Temporary registers to Principal & capture absences on SMS on their return Submit Record files to HoDs to check short, medium & long term plans – as well as other contents	Teachers Teachers	31 Jan
01 Feb	Principals' meeting	Principal	01 Feb
03 Feb	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting Submission to HoDs – assessment records for January & trackers Staff Development Workshop	Teachers Teachers All teachers	03 Feb
04 Feb	Finance Committee Meeting – Dec 2016 & Jan 2017 Income & Expenses and review of FINCOM 2017 budget		8.30am – 9.30am

06 Feb	Staff meeting - Deadlines	All teachers	2.00 – 2.30pm
10 Feb	Meeting with grade 7 pupils – teachers, SMT Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	Grade 7 pupils Teachers	10 Feb
14-Feb	Valentine’s Day (cards, flowers & trinkets)	Pupils	14 Feb
17 Feb	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.)	All teachers	17 Feb
20 Feb	School support visits – CM monitoring tool commence	SMT	20 Feb
21 Feb	Principals & CM meeting – 5 circuits	Principal	21 Feb
24 Feb	Submission – assessment Task 3 Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting Submission – Religious holidays	Teachers Teachers Principal & Secretary	24 Feb
01 Mar	Class visits by SMT National TB Month – Health & Safety Committee to create awareness	All teachers Teachers & Pupils	10 Mar 31 Mar
03 Mar	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.)	All teachers	03 Mar
04 Mar	Finance Committee Meeting – February expenses & income - FINCOM	FINCOM	8.30am – 9.30am
10 Mar	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.)	All teachers	10 Mar
14 Mar	Module 7 – Training of SMTs	SMT	14 Mar
15 Mar	Principals & CM meeting – 5 circuits	Principal	15 Mar
17 Mar	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.)	All teachers	17 Mar
20 Mar	School Holiday	LONG WEEKEND	20 Mar
21 Mar	Human Rights Day		21 Mar
22 Mar	All FAT marking, moderation & capturing on SMS completed	Teachers	22 Mar
23 Mar	Schedules printed & checked – once checked, analyses for the grade issued by DP	DP	23 Mar
24 Mar	Reports printed, comments written & checked by teacher & peer – once checked, submit to HoD for final check	Teachers	24 Mar
29 Mar	Registers close. Control: Summary Register HoDs submit Teachers’ Record files to DPs	Principal DPs	29 Mar
30-Mar	Grandparents day Gr R + Gr 1 Athletics Programme – inter-grade challenges Stock take SMT meeting – Reflection 2 nd Term	Grandparents & Pupils All pupils Teachers SMT	30 Mar
31-Mar	Staff meeting. Reports issued to pupils School Closes – end of Term 1		11.00 – 11.30am 10.30am 11.00am

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SECOND TERM

ACTIVITY – RESPONSIBILITY		Target Group	End Date
18-Apr	School re-opens – Term 2 Staff meeting – Analysis of Term 1 Results	Teachers & Pupils All teachers	18 Apr
22 Apr	Parents Afternoon: Teachers & Parents discuss pupil progress	Parents	2pm – 4pm
24 Apr	Staff Development Workshop Submission for HoD/DP moderation – Task 1 (& 2 for subjects with > two tasks)	Teachers Teachers	2 – 2.30pm 11am
25 Apr	Prefect meeting – C Cara & SMT	Prefects	25 Apr
27-Apr	Public Holiday (Freedom Day)		27 Apr
28 Apr	School Holiday	LONG WEEKEND	28 Apr
01 May	Public Holiday (Workers' Day)		01 May
05 May	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting Submission of Term 1 Mark Analysis	All teachers SMT	05 May
06 May	Finance Committee Meeting – Mar & Apr Income & Expenses and review of 2017 budget	FINCOM	8.30am – 9.30am
08 May	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	All teachers	08 May
12 May	SMT plenary meeting	SMT	12 May
15 May	Staff meeting		
16 May	SGB meeting Capacity building for HODs – Circuit level	SGB members HODs	6.30 – 8.30pm 16 May
17 May	Module 8 – Training of SMTs		
19 May	Submission for HoD/DP moderation – Task 3 Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	Teachers Teachers	19 May
22 May	Staff meeting - Deadlines	All teachers	2.00 – 2.30pm
23 May	Class visits by SMT	Teachers	31 May
29 May	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	Teachers	29 May
30 May	Principals & CM meeting – 5 circuits	Principal	30 May
03 Jun	Finance Committee Meeting - May Income & Expenses and review of 2017 budget	FINCOM	8.30am – 9.30am
08 Jun	Half Year Examination commences	Teachers & Pupils	22 June
12 Jun	Staff meeting	All teachers	
16 Jun	Public Holiday – Youth Day	LONG WEEKEND	
19 Jun	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	All teachers	
28 Jun	Registers close. Control: Summary Register HoDs submit Teachers' Record files to DPs	Principal DPs	28 Jun
29 June	Athletics Programme – inter-grade challenges Stock take SMT meeting – Reflection 2 nd Term	All pupils Teachers SMT	29 June
30 Jun	School Closes – end of Term 2 Reports issued Staff meeting	Teachers & Pupils Pupils All teachers	11.00am 10.30am 11.00 – 11.30am

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THIRD TERM

ACTIVITY – RESPONSIBILITY		Target	End
24 Jul	School re-opens – Term 3 Staff meeting – Analysis of Term 1 & 2 Results	Teachers & Pupils All teachers	24 Jul
28 Jul	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting Submission of Term 2 Mark Analyses	All teachers SMT	28 Jul
31 Jul	Staff Development Workshop Submission for HoD/DP moderation – Task 1 (& 2 for subjects with > two tasks)	Teachers Teachers	2pm 11am
03 Aug	Prefect meeting – C Cara & SMT	Prefects	03 Aug
04 Aug	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	All teachers	27 Apr
05 Aug	Finance Committee Meeting – Jun & Jul Income & Expenses and review of 2017 budget	FINCOM	8.30am
07 Aug	Staff meeting - Deadlines SMT plenary meeting	All teachers SMT	07 Aug
09 Aug	Public Holiday - Women's Day		
10 Aug	Class visits by SMT	Teachers	10-18 Aug
11 Aug	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	All teachers	11 Aug
14 Aug	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	All teachers	14 Aug
15 Aug	Circuit principals' meeting – 5 circuits	Principal	15 Aug
18 Aug	Submission for HoD/DP moderation – Task 3	Teachers	18 Aug
21 Aug	Staff meeting	All teachers	2pm
22 Aug	SGB meeting	SGB members	6.30
25 Aug	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	Teachers	25 Aug
28 Aug	Staff Development Workshop	All teachers	2pm
01 Sep	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	Teachers	01 Sep
02 Sep	Finance Committee Meeting – August Income & Expenses and review of 2017 budget	FINCOM	8.30am
04 Sep	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	Teachers	04 Sep
06 Sep	CESS' – Principals' meeting	Principal	06 Sep
08 Sep	SMT plenary meeting	All SMT	08 Sep
11 Sep	Commence final batch of Formal Assessment Tasks for Term 3	Pupils	20 Sep
22 Sep	Marking completed, all tasks moderated & data captured Staff meeting – Review deadlines & progress	All teachers	22 Sep
25 Sep	Public Holiday	LONG WEEKEND	
26 Sep	Subject/Phase/Grade/Developmental Committee (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting Schedules printed, checked & analyses printed	All teachers DPs & teachers	26 Sep
27 Sep	Reports printed, comments inserted & checked by peer, HoD/DP Registers close. Control: Summary Register HoDs submit Teachers' Record files to DPs	Teachers & SMT Principal DPs	27 Sep
28 Sep	Athletics Programme – inter-grade challenges Stock take	All pupils Teachers	28 Sep
29 Sep	SMT meeting – Reflection 2 nd Term	SMT	29 Sep
30 Sep	School Closes – end of Term 3 Reports issued Staff meeting	Teachers & Pupils Pupils All teachers	11.00am 10.30am 11.00am

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FOURTH TERM

ACTIVITY – RESPONSIBILITY		Target Group	End Date
09 Oct	School re-opens – Term 4 Staff meeting – Analysis of Term 1, 2 & 3 Results	Teachers & Pupils All teachers	09 Oct
13 Oct	Subj/Phase/Gr/Dev Com (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	All teachers	13 Oct
14 Oct	Finance Committee Meeting – September Income & Expenses and review of 2017 budget	FINCOM	8.30am – 9.30am
16 Oct	Staff meeting – Deadlines & Year-end procedure Submission for HoD/DP moderation – Task 1 (& 2 for subjects with > two tasks) IQMS summative evaluation - commences	Teachers Teachers All teachers & SMT	2 – 2.30pm 11am 20 Nov
19 Oct	Prefect meeting – C Cara & SMT	Prefects	19 Oct
20 Oct	Subj/Phase/Gr/Dev Com (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	All teachers	20 Oct
23 Oct	Staff Development Workshop	All teachers	23 Oct
27 Oct	Subj/Phase/Gr/Dev Com (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	All teachers	27 Oct
30 Oct	Subj/Phase/Gr/Dev Com (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting Submission for HoD/DP moderation – Task 3	All teachers Teachers & SMT	30 Oct
02 Nov	CEsS' – Principals' meeting	Principal	02 Nov
03 Nov	SMT plenary meeting	SMT	03 Nov
	Final Examination commences	Teachers & Pupils	24 Nov
04 Nov	FinCom Meeting – Oct Income & Expenses & review of 2017 budget	FINCOM	8.30am – 9.30am
06 Nov	Staff meeting – Review Deadlines & Year-end procedure	All staff	2pm
07 Nov	SGB meeting	SGB members	6.30 – 8.30pm
10 Nov	Subj/Phase/Gr/Dev Com (e.g. QLTC, WSE, SIAS, IQMS, etc.) meeting	Teachers	10 Nov
17 Nov	Staff meeting – report comments, progression, etc.	All teachers	2.00 – 2.30pm
20 Nov *	Final Examination – last paper	Pupils & Teachers	20 Nov *
22 Nov	Marking & moderation completed, all data captured	Teachers	22 Nov
23 Nov **	Schedules printed & checked. Analyses printed & examined. HoDs complete forms for submission to SEM	DPs & Teachers HoDs	23 Nov **
27 Nov	Staff meeting – tracking progress Checking of schedules by SEM	All teachers SMT	27 Nov 27 Nov to 30 Nov
30 Nov	Reports printed, comments inserted, checked by peer, HoD/DP	Teachers & SMT	30 Nov
01 Dec	Annual Awards Ceremony – Grades 1 to 7	Pupils, Parents & Staff	01 Dec
02 Dec	FinCom Meeting – Nov Income & Expenses & review of 2017 budget	FINCOM	8.30am – 9.30am
04 Dec	Registers close. Control: Summary Register HoDs submit Teachers' Record files to DPs Stock take	Principal DPs Teachers	04 Dec
05 Dec	Class parties	All pupils	
06 Dec	School Closes – end of Term 4 Reports issued Staff meeting	Teachers & Pupils Pupils All teachers	11.00am 10.30am 11.00 – 11.30am

* To be reviewed when SEM issues dates.

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