

2014 In Action !

The year for new hopes 2014 is here. As we are striving towards providing quality education to our society; our guiding principle is: “Proper Planning Prevent Poor Performance.”

Year Plan 2014

| DATE | ACTIVITY | TARGET GROUP | RESPONSIBILITY | REMARKS |
|------------|--|--|--|---------|
| 13.01.2014 | <ul style="list-style-type: none"> School re-opening SMT Meeting Staff meeting Grade Meeting Subject com. meeting | Teachers SMT Teachers Teachers Teachers | Principal Principal Principal SMT Deputy principal | |
| 14.01.2014 | <ul style="list-style-type: none"> Lesson plan & Submission Planning for Teaching & learning aids Assessment task plan & submission SGB and SMT Meeting | Teachers Teachers Teacher | SMT Deputy Principal Deputy Principal | |
| 15.01.2014 | <ul style="list-style-type: none"> School re-opening Teaching and learning resumes Selection of extra-mural act participants Preliminary statistic | Learners Learners Learners Teachers & Admin Clerk | Parents Teachers Teachers Principal | |
| 16.01.2014 | <ul style="list-style-type: none"> Special Parents meeting | Teachers | SGB | |
| 17.01.2014 | <ul style="list-style-type: none"> Submission tasks & Pre- Moderation | Teachers | SMT | |
| 20.01.2014 | <ul style="list-style-type: none"> Class visit & Control of written work Library visitation commence | Teachers learners | SMT Teachers | |
| 23.01.2014 | <ul style="list-style-type: none"> Extra-Mural act Commence Submission of assessment task NO.2 Pre-Moderation | Learners Teachers | Teachers SMT | |

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| 24.01.2014 | <ul style="list-style-type: none"> • Inter-house athletics | learners | Teachers | |
| 30.01.2014 | <ul style="list-style-type: none"> • School based workshop | Teachers & Learners | SMT | |
| 03.02.2014 | <ul style="list-style-type: none"> • Intervention programme commence • ANA awareness commence | Learners Learners & Teachers | SMT | |
| 03-05.02.2014 | <ul style="list-style-type: none"> • Post moderation | | | |
| 04-06.02.2014 | <ul style="list-style-type: none"> • Staff development | Teachers | SMT | |
| 10.02.2014 | <ul style="list-style-type: none"> • SMT Meeting | SMT | Principal | |
| 11.02.2014 | <ul style="list-style-type: none"> • Staff meeting | Teachers | Principal | |
| 14.02.2014 | <ul style="list-style-type: none"> • Class Visit • Control of written work • Submission of March Task | Teachers Teachers/learners Teachers | SMT SMT SMT | |
| 21-28.02.2014 | <ul style="list-style-type: none"> • Administering 2nd task | learners | Teachers | |
| 27.02.2014 | <ul style="list-style-type: none"> • School based workshop | Learners & teachers | SMT | |
| 04.03.2014 | <ul style="list-style-type: none"> • Class visit | Teachers | | |
| | Control of written work | Learners & teachers | | |
| | <ul style="list-style-type: none"> • Readathon activities • Submission April task | Learners & Teachers Teachers | SMT | |
| 05.03.2014 | <ul style="list-style-type: none"> • Subjects & Grade meeting | | | |
| 06.03.2014 | <ul style="list-style-type: none"> • SBG Meeting | | | |
| 08.03.2014 | <ul style="list-style-type: none"> • In-match Zakhele School | | | |
| 10-12.03.2014 | <ul style="list-style-type: none"> • March Post Moderation | | | |
| 13-20.03.2014 | <ul style="list-style-type: none"> • Administering | Learners | Teachers | |
| 15.03.2014 | <ul style="list-style-type: none"> • Out- Match | | | |
| 24.03.2014 | <ul style="list-style-type: none"> • March post moderation • SGB Meeting | SGB members | Chairperson | |
| 25.03.2014 | <ul style="list-style-type: none"> • Submission of school schedules | Teachers | Principal | |
| 26.03.2014 | <ul style="list-style-type: none"> • Submission of learners report cards | Teachers | Deputy Principal | |
| 27.03.2014 | <ul style="list-style-type: none"> • Parents Meeting • Parents Collect reports | Parents | SGB Chairperson | |
| 28.03.2014 | <ul style="list-style-type: none"> • Open day School Closing | Learners | Committee | |

SECOND TERM

| DATE | ACTIVITY | TARGET | RESPONSIBILITY | REMARKS |
|---------------|---|---------------------------------|-----------------------|----------------|
| 07.04.2014 | <ul style="list-style-type: none"> School re-opening Staff meeting | Learners & Teachers Teachers | Principal | |
| 14.04.2014 | <ul style="list-style-type: none"> Class visit & control of work | Teachers | SMT | |
| 16-25.03.2014 | <ul style="list-style-type: none"> Administering April task | Learners & Teachers | SMT | |
| 09.04.2014 | <ul style="list-style-type: none"> Parents Consultation | Parents | Teachers | |
| 14.04.2014 | <ul style="list-style-type: none"> Submission May SBA task | Teachers | | |
| 24.04.2014 | <ul style="list-style-type: none"> SGB Meeting/Parents | Teachers | | |
| 05.05.2014 | <ul style="list-style-type: none"> Subject/Grade meeting | Teachers | SMT | |
| 07.05.2014 | <ul style="list-style-type: none"> Post-Moderation | | | |
| 19.05.2014 | <ul style="list-style-type: none"> Class Visits/Control of written work | | | |
| 27.05.2014 | <ul style="list-style-type: none"> School based workshop | Teachers/learners | SMT | |
| 13.05.2014 | <ul style="list-style-type: none"> Staff Development | | | |
| 23-30.05.2014 | <ul style="list-style-type: none"> Administering may task | Learners/Teachers | SMT | |
| 30.05.2014 | <ul style="list-style-type: none"> Submission June SBA | | | |
| 10.05.2014 | <ul style="list-style-type: none"> In-Match | | | |
| 02.06.2014 | <ul style="list-style-type: none"> SMT Meeting | | | |
| 03.06.2014 | <ul style="list-style-type: none"> Staff Meeting | | | |
| 04.06.2014 | <ul style="list-style-type: none"> Post Moderation | | | |
| 06.06.2014 | <ul style="list-style-type: none"> Class visit & Control of written work Submission | | | |
| 09-17.06.2014 | <ul style="list-style-type: none"> SBA task Administering | learners | Teachers | |
| 05.06.2014 | <ul style="list-style-type: none"> Submission July | | | |

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| | <ul style="list-style-type: none"> SBA Pre- Moderation | | | |
| 26.06.2014 | <ul style="list-style-type: none"> Parents Consultation Parents to collect report | Parents & learners | Teachers | |
| 27.06.2014 | <ul style="list-style-type: none"> School closing open day | | | |

THIRD TERM

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| 21.07.2014 | <ul style="list-style-type: none"> School re-opening SMT Meeting | SMT | Principal | |
| 23.07.2014 | <ul style="list-style-type: none"> Staff meeting | Staff | Principal | |
| 24.07.2014 | <ul style="list-style-type: none"> Staff Development | Teachers | SMT | |
| 28.07.2014 | <ul style="list-style-type: none"> Submission August | Teachers | SMT | |
| 30.07.2014 | <ul style="list-style-type: none"> Subject Com. Meeting | Teachers | SMT | |
| 01.08.2014 | <ul style="list-style-type: none"> Open sport day & SBA | Teachers | SMT | |
| 05.08.2014 | <ul style="list-style-type: none"> Class Visit Control of written work | Teachers | SMT | |
| 11-18.08.2014 | <ul style="list-style-type: none"> Administering July task | Learners | Teachers | |
| 21.08.2014 | <ul style="list-style-type: none"> Post- Moderation | | | |
| 25.08.2014 | <ul style="list-style-type: none"> Administering August task | Learners | Teachers | |
| 01.09.2014 | <ul style="list-style-type: none"> Learner registration & admission 2015 | | | |
| 09.09.2014 | <ul style="list-style-type: none"> Post-Moderation Submission September task | Teachers | SMT | |
| 15.09.2014 | <ul style="list-style-type: none"> Literacy Day Submission of September task | Learner Teacher | Committee SMT | |
| 16-23.09.2014 | <ul style="list-style-type: none"> Administering September task | Learners | Teachers | |
| 25.09.2014 | <ul style="list-style-type: none"> Heritage & Cultural day | learners | Committee | |
| 29.09.2014 | <ul style="list-style-type: none"> Submission of quarterly | Teachers | Principal | |

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| | schedules | | | |
| 30.09.2014 | <ul style="list-style-type: none"> Submission of learners report | Teachers | Principal | |
| 02.10.2014 | <ul style="list-style-type: none"> Parents collect report | Parents | Teachers | |
| 03.10.2014 | <ul style="list-style-type: none"> School Closing Open day | Learners | Committee | |

FOURTH TERM

| DATE | ACTIVITY | TARGET | RESPONSIBILITY | REMARKS |
|---------------|--|----------------------|---|---------|
| 13.10.2014 | <ul style="list-style-type: none"> School re-opening SMT Meeting Submission October and November task | SMT | Principal | |
| 14.10.2014 | <ul style="list-style-type: none"> Grade Meeting | Teachers | SMT | |
| 15.10.2014 | <ul style="list-style-type: none"> Subject Com. meeting | Teachers | SMT | |
| 20.10.2014 | <ul style="list-style-type: none"> Class visit & control of written work Parents Consultative | Teachers Parents | SMT Teachers | |
| 23-30.10.2014 | <ul style="list-style-type: none"> Task administering Post-Moderation | Learners Teachers | SMT | |
| 27-31.10.2014 | <ul style="list-style-type: none"> Planning for 2015 | | | |
| 30.10.2014 | <ul style="list-style-type: none"> Price giving & Farewell Parents meeting | Learners Parents | Committees in change SGB Chairperson | |
| 1-30.11.2014 | <ul style="list-style-type: none"> Stock talking Text books retrieval | Teachers | SMT SMT in Charge | |
| 03.11.2014 | <ul style="list-style-type: none"> School based Workshop | | | |
| 01.12.2014 | <ul style="list-style-type: none"> Parents Consultative | | | |
| 03.12.2014 | <ul style="list-style-type: none"> Submission of schedules | Teachers | Deputy Principal | |

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| 08.12.2014 | <ul style="list-style-type: none"> • Submission of learners reports | Teachers | Deputy Principal | |
| 09.12.2014 | <ul style="list-style-type: none"> • Parents collect learners reports | Parents | Teachers | |
| 10.12.2014 | <ul style="list-style-type: none"> • School closing - learners | Learners | | |
| 12.12.2014 | <ul style="list-style-type: none"> • School closing - Teachers | Teachers | | |