

“PROPER PLANNING PREVENTS...”

“Proper planning prevents poor performance. When you establish a destination by defining what you want, then take physical action by making choices that move you towards that destination, the possibility for success is limitless and arrival at the destination is inevitable.”

— [Steve Maraboli](#), *Life, the Truth, and Being Free*

TERM 4 MANAGEMENT PLAN

DATE	ACTIVITY	TARGET	RESPONSIBILITY
01.10.2013	Staff meeting	Teachers	Principal
02.10.2013	Grade/subjects Meeting	Teachers	SMT
04.10.2013	Career dress up	Grd 7 learners	Senior Teachers & Grd 7 LO teachers
04.10.2013	Parents consultative	Parents	Subjects teachers & SMT
14.10.2013	Submission of SBA task & pre-moderation	Subjects Teachers	SMT
15.30.2013	School based workshop	Learners	SMT
22.10.2013	Talent Skills/exp day	learners	Teacher
23-30.2013	SBA Task writing	Learners	Subject teachers
28-31.10.2013	Post moderation	Teachers	SMT
31.10.2013	SBA task submission	Subject teachers	Responsibility
01.10.2013	Pre-moderation	Teachers	SMT
11.10.2013	Cultural day & Readathon day	Learners	Teachers
04-11.11.2013	SBA task administering	Learners	teachers
12.11.2013	Post- moderation	Teachers	SMT
13.11.2013	General awards	Learners	committee
14.11.2013	Special awards	Learners	committee
28.11.2013	Grd 7 farewell & submission of schedule	Teachers	Grd 7 & Senior Teachers
29.11.2012	Parents Consultative meeting	Parents	Subject teachers & SMT
03.12.2013	Submission of learners report cards	Teachers	SMT
04.12.2013	Parents collect reports cards	Parents	teachers