

JANUARY

Date	Activity	Committee	Responsibility	Target	End date	Done/Undone
15.01.2018	Educators Re-open	Office	Educators	Educators	15.01.2018	
15.01.2018	Staff Meeting Then HODs and Cleints Meetings	Office	Prncipal	Educators	15.01.2018	
16.01.2018	Hnding of pacesetters,, class lists, LTSM, etc	Deputy Principal	Mogale L.R	Educators	16.01.2018	
16.01.2018	Newly admitted learners parents' meeting	SMT	Principal & Teachers	Parents	16.01.2018	
16.01.2018	Submission of Preparations for Week 1	Library	Mthombeni EM	Outgoing Committee	16.01.2018	
17.01.2018	Learners re-open for new academic year	Office	Principal & Teachers	Learners	17.01.2018	
17.01.2018	Introduce Proceducers code of Conduct to Learners	Teaching Staff	Class teachers	Learners	17.01.2018	
17.01.2018	Orientation, intro of class policies, school policy etc	Teaching Staff	Class teachers	Learners	17.01.2018	
17.01.2018	Preliminary Enrolment	Office	SMT	Educators and Learners	17.01.2018	
18.01.2018	SGB Special Caucuss	Office	Chairperson	All SGB Members	18.01.2018	
19.01.2018	Collection of Textbooks	SMT	Class teachers	Parents	19.01.2018	
22.01.2018	Baseline Assessment /Screening Orphans & Vulnerbl	SBST	Rachidi M.M	All Learners	22.01.2018	
22.01.2018	Selection and induction of Prefects	SMT	Seomana MN	Learners	22.01.2018	
24.01.2018	AthleticsInter-Houses	Sports	Magoro A.F	All Learners	24.01.2018	
25.01.2018	Meeting With Support Staff	Office	Serothoane MF	Workers	25.01.2018	
29.01.2018	Developmental Committees Meetings	Committees	Chairpersons	Committee Members	02.02.2018	
30.01.2018	Setting up Classroom Reading Corners	Library	Seomana MN	All Phases (Language Ed)	30.01.2018	
30.01.2018	Establishment of Reading Clubs	Library	All English Teachers	Learners	30.01.2018	
30.01.2018	Submission: Monthly and Written Work Reports	Office	SMT	SMT	30.01.2018	

February

February						
Date	Activity		Responsibility	Target Group	End date	Done/Undone
01.02.2018	Distribution of Learner Profiles	SMT	Montjane BS	Learners	01.02.2018	
02.02.2018	Finance Committee Meeting	Office	Treasurer	Committee Members	02.02.2018	
	SGB Meeting	Office	Chairperson	SGB Members		
02.02.2018	Meeting with Prefects	Library	Seomana MN	Prefects	02.02.2018	
06.02.2018	Submission: Monthly Reports	SMT	Principal	SMT	06.02.2018	
07.02.2018	Meeting with Grade 7 Learners and their parents	Office	SMT	Grade 7 Learners	07.02.2018	
07.02.2018	Control: All Registers	Office	Principal	SMT	07.02.2018	
08.02.2018	SCHOOL BASEDSTAFF DEVELOPMENT WORKSHOP	Office	SMT	Educators	08.02.2018	
08.02.2018	Smt Meeting	Office	Principal	SMT	08.02.2018	
09.02.2018	Road Safety Awareness Campaign	Safety	Safety Committee	All Learners	09.02.2018	
12.02.2018	Subject Committees Meetings	Overseers	Chairpersons	Committee Members	16.02.2018	
13.02.2018	Control :: Files	Office	SMT	Educators	13.02.2018	
14.02.2018	Staff Meeting	Office	SMT	SMT MEMBERS	13.02.2018	
14.02.2018	Class Visits	SMT	SMT	Educators	16.02.2018	
23.02.2018	Stocktaking	Office	SMT	Educators	23.02.2018	
27.02.2018	School Based Workshop and Written Work Audit	Deputy Principal	SMT	Educators	27.01.2018	
28.02.2018	Submission: Monthly and Written Work Reports	Office	SMT	Deputy Principal	29.02.2018	

March

March						
Date	Activity		Responsibility	Target Group	End date	Done/Undone
01.03.2018	Control : All Registers	Office	Principal	Educators	01.03.2018	
01.03.2018	Hod's meetings with client colleagues	Deputy Principal	Hods	Educators	01.08.2018	
07.03.2018	Talent Search and Exhibitions	Competitions	Mathala ME	Learners	07.03.20184	
08.03.2018	Music Day	Music Committeer	Montjane BS	Choirs	08.03.2018	
14.03.2018	Class Visists	SMT	SMT	Educators	16.03.2018	
14.03.2018	Invitation of Police to address learners	Safety	Magoro AF	Inter-Sen Phase Learners	14.03.2018	
15.03.2018	Learner Prefects Reports	Library	Mthombeni ME	Learners	15.03.2018	
	Reading Clubs Day	Library	English Teachers	Learners		
16.03.2018	Support Staff Meeting	Office	SMT	Workers	16.03.2018	
23.03.2011	Take stock of textbooks and inform parents	Mokwana RL	Mokwana RL	Learners	23.03.2018	
	Submission: Assessment Records	Office	Educators	Educators		
	Submission of Quarterly Reports	Deputy Principal	Deputy Principal	Educators		
27.03.2018	School Based Workshop and Written Work Audit	Deputy Principal	SMT	Educators	27.03.2018	
28.03.2018	Parents Meeting and Collection of Report Cards	Office	Principal	Parents	28.03.2018	
28.03.2018	School recession	Office	Educators	Educators	28.03.2018	

April

April						
	Activity					
Date			Responsibility	Target Group	End date	Done/Undone
10.04.2018	School Re-Opening	Office	Principal	Learners and Educators	10.04.2018	
10.04.2018	SMT Meeting	Office	Principal	SMT	10.04.2018	
11.04.2018	Staff Meeting	Office	Principal	Educators	11.04.2018	
20.04.2018	Meeting New Support Staff	Office	Office	Workers	20.04.2018	
21.04.2018	Control of Learner Profiles	SMT	SMT	Educators	21.04.2018	
23.04.2018	Control : All Registers	Office	Principal	All Teachers	23.04.2018	
24.04.2018	Preparatory meeting for Learner behaviour Eventq	RADS	Mathala ME	Committee	24.04.2018	
23.04.2018	World Book Day Celebration	Library	Seomana MN	All Learners	23.04.2018	
23.04.2018	Subject Committee meetings	Deputy Principal	Chairpersons	Committees Members	26.04.2018	
26.04.2018	Freedom day Celebrations	Entertainment	Entertainment Committee	Learners and Educators	26.04.2018	
26.04.2018	Fun-day	Entertainment	Entertainment Committee	Learners and Educators	26.04.2018	
26.04.2018	Submission: Monthly and Written Work Reports	Office	SMT	SMT	26.04.2018	

May

	Activity		Responsibility	Target Group		
Date					End date	Done/Undone
02.05.2018	Meeting with Prefects	Library	Seomana MN	Prefects	02.05.2018	
02.05.2018	Preparatory meeting for Term Assessment	Assessment	Maile LF	Committee Members	02.05.2018	
03.05.2018	Meeting : Finance Committee	Finance	Treasurer	Committee Members	03.05.2018	
03.05.2018	Meeting with Grade 7 Learnrs	Office	SMT	Grade 7 Learners	03.05.2018	
07.05.2018	Developmental committees Meetings	Develpmantal	Chairperson	Committee Members	11.05.2018	
10.05.2018	SGB Meeting	Office	Chairperson	SGB Members	10.05.2018	
10.05.2018	School Based Workshop and Written Work Audit	Deputy Principal	SMT	Educators	10.05.2018	
10.05.2018	Hod's meetings with client colleagues	Deputy Principal	Hods	Educators	10.05.2018	
10.05.2018	Invitation of health officials to address learners	Safety	Magoro AF	Learners	10.05.2018	
11.05.2018	LibraryMeeting for Preparation for Term 2	Library	Mthombeni ME	Committee Members	11.05.2018	
17.05.2018	IQMS Meeting	Iqms	SDT	Teachers' DSGs	17.05.2018	
25.05.2018	Educational Tour	Committee	Committee	Learnera	25.05.2018	
	Open Day and Fundraising	Entertainment	Manasoe MR	Learners	26.05.2018	
	Dramas, Poems, Speeches Hiv/Aids Awareness	Entertainment	Manasoe MR	Learners		
29.05.2018	Class Visits	SMT	SMT	Educators	31.05.2018	
30.05.2018	Finance Committee Meeting	Treasurer	Treasuerer	Committee Members	30.05.2018	
31.05.2018	School Based Workshop and Written Work Audit	Deputy Principal	SMT	Educators	31.05.2018	
31.05.2018	Submission: Monthly and Written Work Reports		SMT	Educators	31.05.2018	

June

Date	Activity		Responsibility	Target Group	End date	Done/Undone
01.06.2018	Stocktaking	Office	All Centre Managers	Centre Managers	01.06.2018	
04.06.2018	Staff development Workshop	Office	SDT	Educators	04.06.2018	
06.06.2018	Library Event	Library	Seomana MN	Committee Members	06.06.2018	
06.06.2018	School Based Science Expo	NS Committee	Science Lab & NS Comm	Inter-Sen Phases	06.06.2018	
06.06.2018	SMT Meeting	Office	Principal	SMT	06.06.2018	
07.06.2018	Staff Meeting	Office	Principal	Educators	07.06.2018	
13.06.2018	Class Visists	SMT	SMT	Educators	15.06.2018	
15.06.2018	Safety Committee Meeting	Office	Magoro AF	Committee Members	15.06.2018	
	Control of Learner Profiles	SMT	SMT	Educators		
18.06.2018	Moderation of Schedules	Assessment	Maile LF	Educators	18.06.2018	
22.06.2018	Submission: Monthly and Written Work Reports	Deputy Principal	Deputy Principal	HODs	22.06.2018	
22.06.2018	Collection of Learner Progress Reports	Assessment	Parents	Parents	22.06.2018	
22.06.2018	School recession	Office	Principal	Learners and Educators	22.06.2018	

July

Date	Activity		Responsibility	Target Group	End date	Done/Undone
17.07.2018	School Re-opens	Office	Principal	All Schools	17.07.2018	
17.07.2018	Smt Meeting	Office	Principal	SMT	17.07.2018	
18.07.2018	Staff Meeting	Office	Principal	Staff	18.07.2018	
23.07.2018	SubjectCommittees Meetings	SMT	SMT	Educators	27.07.2018	
26.07.2018	Parents Consultative Meeting	Mogale and Mokwana	Parents	Parents	26.07.2018	
27.07.2018	Hod's meetings with client colleagues	Deputy Principal	Hods	Educators	27.07.2018	
27.07.2018	Control: Assessment Records	Office	SMT	Educators	27.07.2018	
31.07.2018	Submission: Monthly and Written Work Reports	Office	Deputy Principal	SMT	31.07.2018	

August

Date	Activity		Responsibility	Target Group	End date	Done/Undone
01.08.2018	Hod's meetings with client colleagues	Deputy Principal	Hods	Educators	01.08.2018	
02.08.2018	SGB Meeting	Office	Chairperson	SGB Members	02.08.2018	
	IQMS Meeting	Iqms	SDT	Teachers' DSGs		
08.08.2018	Parents Consultative Meetings	Mogale and Mkwana	Parents	Parents	05.08.2018	
14.08.2018	Preparatory meeting for term Assessment	Assessment	Maile LF	Committee Members	14.08.2018	
15.08.2018	Special Contorl of all Management Files and MOVs	Office	Principal and Deputy	SMT	15.08.2018	
15.08.2018	Library Meeting for Term 3 Preparation	Library	Mthombeni	Committee Members	15.08.2018	
16.08.2018	SMT Meeting	Office	Principal	SMT	16.08.2018	
20.08.2018	Staff Meeting	Office	Principal	Educators	20.08.2018	
22.08.2018	Class Visits	Office	SMT	Educators	24.08.2018	
24.08.2018	Educational Tour	Committee	Committee	Learners	24.08.2018	
27.08.2018	Submission: Assessment Records	Office	DSGs	Educators	27.08.2018	
27.08.2018	Developmental Committees Meetings	SMT	Chairpersons	Committees Members	27.08.2018	
29.08.2018	Support Staff Meeting	Office	Principal	Non Teaching Staff	29.08.2018	
29.08.2018	Invitation of fire fighters	Safety	Magoro AF	Learners	29.08.2018	
30.08.2018	Finance Committee Meeting	Office	Chairperson	Committee Members	30.08.2018	
31.08.2018	Submission: Monthly and Written Work Reports	Office	Deputy Principal	Educators	31.08.2018	

SEPTEMBER

Date	Activity		Responsibility	Target Group	End date	Done/Undone
03.09.2018	Library day	Library	Mthombeni ME	Learners	03.09.2018	
04.09.2018	SMT Meeting	Office	Principal	SMT	04.09.2018	
04.09.2018	Staff Meeting	Office	Principal	Educators	04.09.2018	
07.09.2018	Literacy Day	Library	Seomana MN	All Phases	07.09.2018	
12.09.2018	Parents Consultative Meetings	Mogale and Mkwana	Parents	Parents	12.09.2018	
20.09.2018	Submission: Assessment Records	Office	SMT	Educators	20.09.2018	
20.09.2014	Moderation of Schedules	Assessment	Maile L.F	Educators	20.09.2018	
26.09.2018	Stocktaking	Office	Maile L.F	Educators	26.09.2018	
28.09.2018	Collection of Reports	Assessment	Parents	Parents	28.09.2018	
28.09.2018	School Recession	Office	Principal	All Schools	28.09.2018	

October

Date	Activity		Responsibility	Target Group	End date	Done/Undone
03.10.2017	Parents Hambanathi Tour to Durban	Hambanathi	Hambanathi	Parents	06.10.2018	
09.10.2018	School Re-Opens	Office	Learners/Educators	Learners/Educators	09.10.2018	
	SMT Meeting	Office	Principal	SMT Membeers		
	Finalising names for Awardees	Entertainment	Mokwana R.L	Learners and educators		
10.10.2018	Hod's meetings with client colleagues	Deputy Principal	Hods	Educators	10.10.2018	
11.10.2018	HIV/AIDS Awareness Campaign	SBST	Rachidi MM	Committee Members	11.10.2018	
12.10.2016	Former Principal's Farewell & Awards	Office	Working Committee	Teachers and Parents	12.10.2018	
17.10.2018	Subject/Developmental Committees Final Meetings	Office	Chairpersons	Committees Members	25.10.2018	
17.10.2018	QLTC Committee Meeting	Office	Chaiperson	QLTC Members	17.10.2018	
26.10.2017	Strategic Planning & Development Weekend	Office	SMT	All Educators	27.10.2018	
29.10.2018	Final Control of Learner Profiles	Office	SMT	Educators	29.10.2018	
31.10.2018	Submission of Monthly Reports	Office	Deputy Principal	SMT	31.10.2018	
31.10.2018	School Based Workshop and Written Work Audit	Deputy Principal	SMT	Educators	31.10.2018	

November

Date	Activity		Responsibility	Target Group	End date	Done/Undone
05.11.2018	Finance Committe Meeting	Finance	Chairpersons	Committee Members	05.11.2018	
07.11.2018	SMT Meeting	Office	Principal	SMT	07.11.2018	
08.11.2018	Staff Meeting	Office	Principal	Educators	08.11.2018	
08.11.2018	Control of All Registers	Office	SMT	Educators	08.11.2018	
12.11.2018	IQMS Meeting	Iqms	DSGs	Educators	12.11.2018	
14.11.2018	Submission: Retention Evidence	Office	SMT	Educators	14.11.2018	
	Retrieval of textbooks	Mokwana RL	Mokwana RL	Learners and Parents		
29.11.2018	Parents Consultative Meetings (For retained Learners)	Mogale and Mokwana	Parents	Parents	29.11.2018	
27.11.2018	Moderation of end of the year assessment	Assessment	Maile LF	Committee Members	27.11.2018	
30.11.2018	Submission: Monthly Report	Office	Deputy Principal	Educators	30.11.2018	