

YEAR PLANNER 2021

CALENDAR

Every Morning Staff Meeting

6:45 SM Updated 14/09/2021

JANUARY 2021

	SUNDAY	
	MONDAY	
	TUESDAY	
	WEDNESDAY	
	THURSDAY	
	FRIDAY	
	SATURDAY	
	SUNDAY	
	MONDAY	
	TUESDAY	
	WEDNESDAY	
	THURSDAY	
	FRIDAY	
	SATURDAY	
	SUNDAY	
11	MONDAY	<p>Admin & Management & Staff start 8:00 Health & Safety Meeting - Meeting Room 10h00</p> <p>School Rules and Dress Code for Learners Review SGB Personal Information Check CLOSING DATE FOR REMARK APPLICATIONS</p>
12	TUESDAY	<p>All Staff reports for duty 8:00 Exclusion/Expulsion Policy Review</p>
13	WEDNESDAY	Staff Starting 8h00
14	THURSDAY	<p>Staff Starting 8h00 Inventory Lists – Copies to office New class lists available after 9h00</p>
15	FRIDAY	<p>Staff Starting 8h00 EXEC Meeting 9h00 - Meeting Room SMT Meeting 11h00 - Staff Room</p>
16	SATURDAY	
17	SUNDAY	
18	MONDAY	<p>ALL Staff Starting 8h00 Staff Workshop 8h30 Edmodo Workshop for New Teachers - afternoon Health & Safety Meeting Room 25 – 1st Break</p>
19	TUESDAY	<p>Staff Starting 8h00 Staff Prep 9h00 Lunch 13h00 Matric Committee Members Meeting 14h00 Meeting Room</p>
20	WEDNESDAY	Staff Starting 8h00

		Staff Prep 9h00 Gr 8 Orientation Program Meeting – Meeting Room
21	THURSDAY	Staff Starting 8h00
22	FRIDAY	Staff Starting 8h00 Staff Meeting 12h00
23	SATURDAY	
24	SUNDAY	
25	MONDAY	School Re-Opens for Orientation for Grades R, RR, 3, 4, 8 and 12 Staff Starting 6h45 Complete list of all learners currently in classes to office. Indicate if learner is new. Teachers to check if failed learners are in the right grade and Outstanding School Fees All learners to be instructed on school procedures as per list. EDMODO training as per temporary time table Photocopy & Toilet Paper Control List
26	TUESDAY	School for Grades 2, 5, 6, and 10 Complete list of all learners currently in classes to office. Indicate if learner is new. Teachers to check if failed learners are in the right grade and Outstanding School Fees All learners to be instructed on school procedures as per list. EDMODO training as per time table Photocopy & Toilet Paper Control List
27	WEDNESDAY	School for Grades 1, 7 and 11 Complete list of all learners currently in classes to office. Indicate if learner is new. Teachers to check if failed learners are in the right grade and Outstanding School Fees All learners to be instructed on school procedures as per list. EDMODO training as per time table Photocopy & Toilet Paper Control List
28	THURSDAY	All absent learners to come in for EDMODO training as per the temporary time table Complete list of all learners currently in classes to office. Indicate if learner is new. Teachers to check if failed learners are in the right grade and Outstanding School Fees All learners to be instructed on school procedures as per list. Photocopy & Toilet Paper Control List
29	FRIDAY	All absent learners to come in for EDMODO training as per the temporary time table Complete list of all learners currently in classes to office. Indicate if learner is new. Teachers to check if failed learners are in the right grade and Outstanding School Fees

		All learners to be instructed on school procedures as per list. Photocopy & Toilet Paper Control List
30	SATURDAY	
31	SUNDAY	

FEBRUARY

1	MONDAY	Spirit week
2	TUESDAY	Spirit week
3	WEDNESDAY	Spirit week
4	THURSDAY	Spirit week
5	FRIDAY	Spirit week Staff meeting
6	SATURDAY	
7	SUNDAY	
8	MONDAY	Temporary Registers Complete list of all learners currently in classes to office. Gr RR -3 and 10 – 12 returning to school every day. Rest of school on rotational base. Start of Academic Classes EXCO meeting 14h00
9	TUESDAY	NSC Results Pre-Check Staff meeting 14h00
10	WEDNESDAY	Photocopy & Toilet Paper Control List PREP Files to be compiled
11	THURSDAY	
12	FRIDAY	ISASA Survey
13	SATURDAY	
14	SUNDAY	
15	MONDAY	PREP Files to be compiled 2020/21 Subsidy Application to Circuit EXCO Meeting 14h00 Matric Committee Meeting
16	TUESDAY	Bursar Meeting Zoom MANCO Meeting 14h00 Subsidy Application Jan-March
17	WEDNESDAY	NSC GR 12 1ST ENTRY RETURN
18	THURSDAY	
19	FRIDAY	RELEASE 2020 NSC RESULTS Duty Task List 2021 Due
20	SATURDAY	
21	SUNDAY	
22	MONDAY	
23	TUESDAY	Grade 12 Parent's Meeting Room 16 17h30 Grade 12 Picnic on the lawn
24	WEDNESDAY	Young Engineers Gr 9C

25	THURSDAY	
26	FRIDAY	
27	SATURDAY	
28	SUNDAY	

MARCH

1	MONDAY	Foreigner Student Permit Check General school policy copies to all students 2020 Contracts and Code of Conduct to Learners Mission & Vision Statement to Learners PREP File Check 2020/21 Subsidy Application to Circuit Archery Starting today
2	TUESDAY	Foreigner Student Permit Check Gr 10 - 12 voting for Heads today P/School principal's meeting 13h00 -15h00 Gr 10-12 Voting for Prefect Heads
3	WEDNESDAY	SGB Meeting 17h30 CLOSING DATE FOR REMARK/RECHECK
4	THURSDAY	UMALUSI ZOOM WORKSHOP Health & Safety Visit
5	FRIDAY	Health & Safety Request to Maggie F/PHASE CAKE SALE
6	SATURDAY	
7	SUNDAY	
8	MONDAY	L/S Practical
9	TUESDAY	Gr 8 Address from Gr 12 Committee LO Cluster Zoom
10	WEDNESDAY	Gr 8 Shoe Ceremony on field starting
11	THURSDAY	DELIVERY 2 IEB Math Olympiad Round 1 Gr 8 - 12
12	FRIDAY	
13	SATURDAY	
14	SUNDAY	
15	MONDAY	
16	TUESDAY	
17	WEDNESDAY	Gr 8 Shoe Ceremony ends. Gr 12 and Gr 8 Picnic
18	THURSDAY	ECD and F/Phase reports to Principal
19	FRIDAY	Gr 12 and Gr 8 Movie Night F/Phase Clinic Day All Gr 4- 12 marks and comments in
20	SATURDAY	Math Lit Conference Zoom
21	SUNDAY	HUMAN RIGHTS DAY
22	MONDAY	PUBLIC HOLIDAY English Cluster Zoom
23	TUESDAY	All marks to be finalized Reports done L/Science Cluster Zoom
24	WEDNESDAY	Head of grade to check and sign reports
25	THURSDAY	Reports to Principal

		Last day for ECD and F/Phase
26	FRIDAY	SCHOOL ENDS REMARK/RECHECK MARKS AVAILABLE
27	SATURDAY	Debate Jnr & Snr Teams Polokwane
28	SUNDAY	
29	MONDAY	
30	TUESDAY	50% of Exam Fee Gr 12 IEB due
31	WEDNESDAY	

APRIL

1	THURSDAY	
2	FRIDAY	
3	SATURDAY	
4	SUNDAY	
5	MONDAY	
6	TUESDAY	
7	WEDNESDAY	
8	THURSDAY	
9	FRIDAY	
10	SATURDAY	
11	SUNDAY	
12	MONDAY	
13	TUESDAY	ALL STAFF STARTING 8H00 MANCO Meeting Strategic Review Subject Meetings
14	WEDNESDAY	SCHOOL STARTS
15	THURSDAY	
16	FRIDAY	
17	SATURDAY	
18	SUNDAY	
19	MONDAY	Health & Safety Dept. Visit
20	TUESDAY	
21	WEDNESDAY	Book Control Starts
22	THURSDAY	
23	FRIDAY	2021 Matric Jacket Official Handover 7h00 F/PHASE CAREER DRESS UP DAY Staff Meeting 12h15
24	SATURDAY	
25	SUNDAY	
26	MONDAY	PUBLIC HOLIDAY
27	TUESDAY	PUBLIC HOLIDAY
28	WEDNESDAY	End Book Control All Book Control Signed Forms to Office IBL Zoom Workshop
29	THURSDAY	2022/2023 Subsidy Application due
30	FRIDAY	Conquesta Olympiad Entries and Money due

MAY

1	SATURDAY	PUBLIC HOLIDAY
2	SUNDAY	
3	MONDAY	F/PHASE MANDELA PROJECT STARTS EXCO MEETING Test Series Starts P/School Parent Meeting 16h30 - 19h00
4	TUESDAY	MANCO MEETING H/School Parent Meeting 16h30 - 19h00
5	WEDNESDAY	Gr 11 and 12 Motivational Speaker Wisdom Banda IBL Zoom Workshop Room 5 13h30
6	THURSDAY	
7	FRIDAY	NSC Marking Applications due
8	SATURDAY	Archery Tournament MECS
9	SUNDAY	
10	MONDAY	EXCO Meeting
11	TUESDAY	Varsity College Career Visit Gr 12 SABISA North Zoom Meeting 9h00
12	WEDNESDAY	
13	THURSDAY	
14	FRIDAY	
15	SATURDAY	Archery Tournament Waterberg Academy
16	SUNDAY	
17	MONDAY	
18	TUESDAY	
19	WEDNESDAY	
20	THURSDAY	DELIVERY 3 IEB
21	FRIDAY	
22	SATURDAY	Debate League Tournament
23	SUNDAY	
24	MONDAY	EXCO Meeting
25	TUESDAY	
26	WEDNESDAY	LISA MEETING MITCHELL HOUSE 9H00
27	THURSDAY	SGB Meeting
28	FRIDAY	ISASA POPIA 2 Workshop 10h00 - 15h00
29	SATURDAY	Archery Tournament Laerskool Bosveld Primary
30	SUNDAY	
31	MONDAY	EXCO Meeting

JUNE

1	TUESDAY	
2	WEDNESDAY	
3	THURSDAY	
4	FRIDAY	<i>STAFF MEETING 12H00</i>
5	SATURDAY	Archery Interschool Ellisras High School
6	SUNDAY	
7	MONDAY	EXCO Meeting
8	TUESDAY	Foreign Student Check

9	WEDNESDAY	
10	THURSDAY	Fire -Quip Fire Extinguishers Service 22 Kiepersol ISASA POPIA 3 WORKSHOP 09h00 - 15h00
11	FRIDAY	Staff Meeting
12	SATURDAY	
13	SUNDAY	
14	MONDAY	
15	TUESDAY	
16	WEDNESDAY	PUBLIC HOLIDAY
17	THURSDAY	End of Test Series COVID CLOSURE
18	FRIDAY	2ND NSC GR 12 ENTRY RETURN COVID CLOSURE
19	SATURDAY	
20	SUNDAY	
21	MONDAY	All subject marks and comments uploaded on SASPAC
22	TUESDAY	SGB Meeting 16h30 Reports
23	WEDNESDAY	Reports check Brian to sign Reports Schedules
24	THURSDAY	F/PHASE MANDELA PROJECT ENDS Last Day Foundation Phase F/Phase Reports out COVID CLOSURE
25	FRIDAY	Reports to learners SCHOOL ENDS COVID CLOSURE
26	SATURDAY	
27	SUNDAY	
28	MONDAY	
29	TUESDAY	
30	WEDNESDAY	

JULY

1	THURSDAY	
2	FRIDAY	
3	SATURDAY	
4	SUNDAY	
5	MONDAY	
6	TUESDAY	
7	WEDNESDAY	
8	THURSDAY	
9	FRIDAY	
10	SATURDAY	
11	SUNDAY	
12	MONDAY	
13	TUESDAY	
14	WEDNESDAY	
15	THURSDAY	

16	FRIDAY	
17	SATURDAY	
18	SUNDAY	
19	MONDAY	ALL STAFF START 8H00 EXCO Meeting Subject Meetings Gr R – 12 10h30 HEALTH & SAFETY MEETING LOCKDOWN TILL 26 JULY
20	TUESDAY	SCHOOL STARTS Staff Meeting after school Subject Meetings Gr R – 12 13h30 DELIVERY 4 IEB
21	WEDNESDAY	Subject Meetings Gr R – 12 13h30
22	THURSDAY	GR 6 CORE SKILLS TEST
23	FRIDAY	F/PHASE PYJAMA DAY
24	SATURDAY	
25	SUNDAY	
26	MONDAY	SCHOOL RE-OPENS
27	TUESDAY	SMT Meeting 13h45 Room
28	WEDNESDAY	
29	THURSDAY	
30	FRIDAY	Staff Meeting GR 12 COMMUNITY OUTREACH ENDING GR 12 COMMUNITY SERVICE
31	SATURDAY	GR 12 COMMUNITY SERVICE

AUGUST

1	SUNDAY	
2	MONDAY	REPORTS TO LEARNERS POPIA ACT STAFF WORKSHOP 13H30 Staffroom GRADE 9C OUTREACH MEETING 14H15 GRADE 12 PROGRESS MEETING 14H15
3	TUESDAY	
4	WEDNESDAY	
5	THURSDAY	
6	FRIDAY	
7	SATURDAY	Archery Ellisras High School
8	SUNDAY	
9	MONDAY	PUBLIC HOLIDAY
10	TUESDAY	Gr 1 – 3 Conquesta Olympiads – Maths Gr 4 – 9 Conquesta Olympiads – Maths
11	WEDNESDAY	Gr 1 – 3 Conquesta Olympiads – Maths Gr 4 – 9 Conquesta Olympiads – English Language 1
12	THURSDAY	Gr 4 - 9 Conquesta Olympiads – Afrikaans 2

13	FRIDAY	Staff Meeting
14	SATURDAY	Debate League Tournament
15	SUNDAY	
16	MONDAY	
17	TUESDAY	MEETING MINE LEARNERS/PARENTS 15H00
18	WEDNESDAY	GR 12 BLOCK
19	THURSDAY	GR 12 BLOCK
20	FRIDAY	GR 12 EXAM/PRELIM STARTING
21	SATURDAY	
22	SUNDAY	
23	MONDAY	
24	TUESDAY	Gr 9 A Subject Choice Parent Meeting 17h30 Room 16 Gr 11 Exam Starting 2022 Re-Application Forms to Learners
25	WEDNESDAY	Gr 10 Exam Starting
26	THURSDAY	
27	FRIDAY	Staff Meeting GR 7-9 EXAM STARTING
28	SATURDAY	
29	SUNDAY	
30	MONDAY	Trophies for 2017 – Collect from Learners Cut Off Date For Exam Fees Staff Meeting 13h45 Performance Management Workshop ISASA
31	TUESDAY	Performance Management Workshop ISASA

SEPTEMBER

1	WEDNESDAY	Floating Trophies Collect
2	THURSDAY	INVIGILATOR WORKSHOP IEB E LOURENS 13H30 Room 16 All Gr 4-12 Teachers GR 4-6 EXAM STARTING POPI ACT WORKSHOP 9-10
3	FRIDAY	MECS Foundation Phase Assessment Tests - New Applicants 08h00 for 2022 2022 Re-Application Forms Due
4	SATURDAY	Debate Provincial Tournament
5	SUNDAY	
6	MONDAY	
7	TUESDAY	
8	WEDNESDAY	SGB MEETING 16H30 13h30 ELourens/S Ameer Electronic key Workshop
9	THURSDAY	DELIVERY 5 IEB

10	FRIDAY	INTERNATIONAL LITERACY DAY F/P PUPPET SHOW 13h30 E Lourens/S Ameer IEB invigilation Workshop
11	SATURDAY	Archery Waterberg Academy
12	SUNDAY	
13	MONDAY	IEB LO CAT B
14	TUESDAY	L/SCIENCE PAT
15	WEDNESDAY	
16	THURSDAY	PRELIMS ENDS EXAM ENDS
17	FRIDAY	
18	SATURDAY	
19	SUNDAY	
20	MONDAY	ALL MARKS AND COMMENTS UPLOADED TO SASPAC
21	TUESDAY	FIRE QUIP – Fire Extinguishers 22 Kiepersol RUKA THE FIREMAN SHOW F/P
22	WEDNESDAY	HERITAGE DAY DRESS UP F/PHASE Brian to sign Reports Last Day Foundation Phase Reports to F/Phase MINE PARENT/LEARNER MEETING 13h00
23	THURSDAY	SCHOOL ENDS
24	FRIDAY	PUBLIC HOLIDAY
25	SATURDAY	
26	SUNDAY	
27	MONDAY	
28	TUESDAY	28/9 – 2/10 Archery Provincials & Nationals
29	WEDNESDAY	
30	THURSDAY	

OCTOBER

1	FRIDAY	
2	SATURDAY	
3	SUNDAY	
4	MONDAY	FIRE QUIP – Fire Extinguishers 22 Kiepersol
5	TUESDAY	
6	WEDNESDAY	
7	THURSDAY	
8	FRIDAY	AFRIKAANS ORAL MODERATION
9	SATURDAY	
10	SUNDAY	
11	MONDAY	ALL STAFF STARTING 8H00 Subject Meetings Duty Lists
12	TUESDAY	SCHOOL STARTS Subject Meetings
13	WEDNESDAY	Quarterly Subsidy Photo Money and Orders in

14	THURSDAY	MATRIC PRIZE GIVING/SNAKE WALK/LOCK CEREMONY/PHOTO DAY
15	FRIDAY	MATRIC DANCE
16	SATURDAY	
17	SUNDAY	
18	MONDAY	MATRIC BLOCK GR 4 – 10 NEW ASSESSMENTS FOR 2022 8H00
19	TUESDAY	MATRIC BLOCK Gr 4 – 11 Photo Day
20	WEDNESDAY	CAT PRAC NSC
21	THURSDAY	
22	FRIDAY	AP ENGLISH
23	SATURDAY	
24	SUNDAY	
25	MONDAY	EXAM GR 8 – 11 STARTS
26	TUESDAY	MATH LIT/PHYSICS
27	WEDNESDAY	
28	THURSDAY	L/SCIENCE 1
29	FRIDAY	ENGLISH 1 ALL SCHOOL BASED ASSESSMENT MARKS CAPTURED
30	SATURDAY	
31	SUNDAY	

NOVEMBER

1	MONDAY	PUBLIC HOLIDAY VOTING
2	TUESDAY	GR 4 – 7 EXAM STARTS
3	WEDNESDAY	SGB MEETING 16H30
4	THURSDAY	DIWALI Register teachers to check photos/names/orders
5	FRIDAY	BUSINESS STUDIES SELECTED SBA FILES TO IEB HINDU NEW YEAR
6	SATURDAY	
7	SUNDAY	
8	MONDAY	MATH 1
9	TUESDAY	AFR 1
10	WEDNESDAY	ACC 1 & 2
11	THURSDAY	
12	FRIDAY	MATH 2
13	SATURDAY	
14	SUNDAY	
15	MONDAY	L/SCIENCE 2
16	TUESDAY	ENGLISH 2
17	WEDNESDAY	
18	THURSDAY	EXAM ENDS CAT THEORY
19	FRIDAY	GEO 1 & 2
20	SATURDAY	
21	SUNDAY	

22	MONDAY	MATH LIT 2 / CHEMISTRY ALL MARKS IN SCHEDULES NAMES OF AWARDEES READY FOR PRIZE GIVING Photos to Learners
23	TUESDAY	AFR 2 Reports Certificates
24	WEDNESDAY	Reports Certificates
25	THURSDAY	H/School & P/School Prize Giving starting 8h00 - 15h30 Gr 4 & 5 8h00 - 9h30 Gr 6 & 7 10h00 - 11h30 Gr 8 & 9 12h00 - 13h30 Gr 10 - 11 14h00 - 15h30
26	FRIDAY	F/Phase Prize Giving and Last Day Schedules to Circuit
27	SATURDAY	
28	SUNDAY	
29	MONDAY	Reports to HOD's Profiles
30	TUESDAY	Reports to Principal Profiles

DECEMBER

1	WEDNESDAY	Reports SCHOOL ENDS
2	THURSDAY	
3	FRIDAY	
4	SATURDAY	
5	SUNDAY	IEB MARKING STARTS
6	MONDAY	
15	WEDNESDAY	National Debate Tournament starting. Ends 20th

JANUARY 2022

11	TUESDAY	
12	WEDNESDAY	
13	THURSDAY	
14	FRIDAY	
15	SATURDAY	
16	SUNDAY	
17	MONDAY	All staff starting
18	TUESDAY	
19	WEDNESDAY	School Re-Opens

20	THURSDAY	
21	FRIDAY	