

YEAR PLANNER 2022

CALENDAR

Every Morning Staff Meeting

6:45 SM Updated 04/04/2022

JANUARY 2022

	SATURDAY	
	SUNDAY	
	MONDAY	
	TUESDAY	
	WEDNESDAY	
	THURSDAY	
	FRIDAY	
	SATURDAY	
	SUNDAY	
10	MONDAY	<p>Admin & Management & Staff start 8:00 Strategic Planning Meeting all staff</p> <p>School Rules and Dress Code for Learners Review SGB Personal Information Check</p>
11	TUESDAY	<p>All Staff reports for duty 8:00 Staff Meeting 8h30 Subject Meetings Exclusion/Expulsion Policy Review</p>
12	WEDNESDAY	<p>SCHOOL RE-OPENS FOR ALL LEARNERS SM Assembly 7h00 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 and code of conduct as per list. Class lists with learner signatures to office DUTY Task List Due Temporary Registers starting Gr 10 Subject Choice Finalize Conditional condonements/promotions to be checked by register teachers – List with Helena Subject Meetings Assembly 13h00</p>
13	THURSDAY	<p>SM Foreigner Student Permit Check Official classes starting PREP File to be compiled Matric Committee Meeting R16 2023/24 Subsidy Application to Circuit</p>
14	FRIDAY	<p>SM COMBINED ASSEMBLY 11H45 Staff Meeting 12h15</p>

		Health & Safety Meeting Room 3 after staff meeting
15	SATURDAY	
16	SUNDAY	
17	MONDAY	Staff Meeting HEALTH & SAFETY MEETING 13H45 ROOM 3 Extra Curricular Starting today PREP Files to be compiled 2023/24 Subsidy Application to Circuit EXCO Meeting 14h00 Gr 10 - 12 voting for Heads today Gr 10-12 Voting for Prefect Heads Last day for subject changes gr 10 -12 Matric Committee Meeting Gr RR - 3 New Parent Orientation Evening 17h00
18	TUESDAY	SM Gr 4 - 11 New Parent Orientation Evening 17h30 ODIN TRAINING
19	WEDNESDAY	SM Gr 8 Orientation Program Meeting - Meeting Room 2021 NSC RESULT RELEASE to learners MOMENTUM Meeting 13h45 R5
20	THURSDAY	SM Gr 12 NSC Result meeting R16 13h45
21	FRIDAY	SM
22	SATURDAY	
23	SUNDAY	
24	MONDAY	SM PRINCIPAL'S MEETING ST ALBANS Fire Drill
25	TUESDAY	SM EXCO 13h45 Room 20 MANCO 14h15 Room 16
26	WEDNESDAY	SM Permanent Registers Starting Grade 12 Heads Announcement
27	THURSDAY	SM Gr 12 Teacher Meeting 13h45 Room 16
28	FRIDAY	SM Principal/Gr 12 Coffee Date
29	SATURDAY	
30	SUNDAY	
31	MONDAY	SM Grade 12 Parent's Meeting Room 16 17h30 Grade 12 Picnic on the lawn

FEBRUARY

1	TUESDAY	SM
2	WEDNESDAY	SM
3	THURSDAY	SM

		Adjusted stop order check
4	FRIDAY	SM Staff Meeting 12h15 Closing Date for RE-Mark/Re-Check
5	SATURDAY	NATIONAL CONFERENCES ACC CAT ENG GEO MATH
6	SUNDAY	
7	MONDAY	SM Teacher Prep File Check Test Series Starts
8	TUESDAY	SM
9	WEDNESDAY	SM
10	THURSDAY	SM MANCO Meeting
11	FRIDAY	SM All Gr 12 NSC Entries Completed Social Media Workshop Gr 4 - 12 Staff Meeting
12	SATURDAY	NATIONAL CONFERENCE AFR BUSS LO LS MATH LIT PS
13	SUNDAY	
14	MONDAY	SM ECD/F/Phase Valentine Dress Up Day SIS Circular 7/2022 due ISASA Census Due 9h00 System Evaluation 2021 Training
15	TUESDAY	SM 13h30 OVC International Work Abroad Gr 11 & 12 Speaker
16	WEDNESDAY	SM EDUVOS Career Guidance Info Session Gr 11 & 12 NSC First Entry Return
17	THURSDAY	SM
18	FRIDAY	SM Staff Meeting V-Ball
19	SATURDAY	NATIONAL CONFERENCE ADV ENG Regional Junior Debate Mitchell House
20	SUNDAY	
21	MONDAY	SM Gr 10, 11 & 12 NSC Entries complete
22	TUESDAY	SM Book Control Starts
23	WEDNESDAY	SM SGB MEETING
24	THURSDAY	SM Virtual Planetarium Day
25	FRIDAY	SM ECD/F/Phase Athletics Day Prescribed Works 7/2022 due
26	SATURDAY	
27	SUNDAY	
28	MONDAY	SM

MARCH

1	TUESDAY	SM Foreigner Student Permit Check Mrs. Ameer & Grade 12's handover of toys and resources to Grade R & RR
2	WEDNESDAY	SM LISA Meeting Mitchell House 9h00
3	THURSDAY	SM SABISA NORTHERN REGION online meeting 10h00
4	FRIDAY	ATHLETICS DAY PIET POTGIETER HIGH SCHOOL
5	SATURDAY	
6	SUNDAY	
7	MONDAY	SM Annual Audit Visit DZB
8	TUESDAY	SM Gr 8 Address from Gr 12 Committee Cluster Meetings PEPPS
9	WEDNESDAY	SM Gr 8 Shoe Ceremony on field starting
10	THURSDAY	SM
11	FRIDAY	SM Test Series Ends Gr 8 Picnic with Gr 12
12	SATURDAY	
13	SUNDAY	
14	MONDAY	SM Foundation Phase Reports to Principal All marks to be finalized 11h15 SASPAC attendance registers done for Term 1 12h00 Schedules All journals updated 2021 Gr 9 DOE Bench Marking Tests
15	TUESDAY	SM Reports 2021 Gr 9 DOE Bench Marking Tests Head of grade to check and sign reports BloodDrive Educational Session 9h30 Re-Lease of Re-Mark/Re-Check Results
16	WEDNESDAY	SM Reports to Principal Profiles Last Day Foundation Phase & ECD
17	THURSDAY	SM Profiles GOLF DAY FUNDRAISER School Ends 12h00 for today
18	FRIDAY	SM SCHOOL ENDS
19	SATURDAY	
20	SUNDAY	
21	MONDAY	HUMAN RIGHTS DAY

22	TUESDAY	
23	WEDNESDAY	
24	THURSDAY	
25	FRIDAY	
26	SATURDAY	
27	SUNDAY	
28	MONDAY	
29	TUESDAY	50% of Exam Fee Gr 12 IEB due
30	WEDNESDAY	Closing Date for May Examinations
31	THURSDAY	

APRIL

1	FRIDAY	
2	SATURDAY	
3	SUNDAY	
4	MONDAY	SCHOOL STARTS LEARNERS AND STAFF SM H/School Teacher Meeting Strategic Review Subject Meetings
5	TUESDAY	SM Staff Meeting 13h45 – 15h00
6	WEDNESDAY	SM New H/School Time Table Starting JUBAWENI GR 4-7
7	THURSDAY	SM 2022 Matric Jacket Official Handover 7h00 JUBAWENI GR 4 - 7
8	FRIDAY	SM JUBAWENI GR 4 - 7
9	SATURDAY	
10	SUNDAY	
11	MONDAY	SM FET Phase Parent Meeting 17h00 -19h00
12	TUESDAY	SM HEALTH & SAFETY MEETING 14H40 ROOM 3 R5 P/School meeting and Mrs. Neethling on counselling and wellbeing of learners breaktime
13	WEDNESDAY	SM Gr 4 – 9 Parent Meeting 17h00 – 19h00 Principal and P/school meeting on learner performance and intervention breaktime R5
14	THURSDAY	SM
15	FRIDAY	Public Holiday
16	SATURDAY	
17	SUNDAY	
18	MONDAY	Public Holiday

19	TUESDAY	SM Class Visits Starts
20	WEDNESDAY	SM
21	THURSDAY	SM
22	FRIDAY	SM POLICE CLEARANCE ALL STAFF ECD/F/PHASE favourite Book Character DRESS UP DAY Staff Meeting 12h15
23	SATURDAY	Mid Term Break Starts ARCHERY WATERBERG ACADEMY VAALWATER
24	SUNDAY	
25	MONDAY	
26	TUESDAY	
27	WEDNESDAY	
28	THURSDAY	
29	FRIDAY	
30	SATURDAY	

MAY

1	SUNDAY	
2	MONDAY	Mid Term Break Ends
3	TUESDAY	SM F/PHASE MANDELA PROJECT STARTS
4	WEDNESDAY	SM ECD & F/Phase Parent Evening 17h00
5	THURSDAY	SM End Class Visit Control Copies of Class Visit control to office MANCO Meeting PHOTO DAY
6	FRIDAY	SM Staff Meeting
7	SATURDAY	
8	SUNDAY	
9	MONDAY	SM 9 - 27 May Exam NSC
10	TUESDAY	SM BLOOD DRIVE
11	WEDNESDAY	SM
12	THURSDAY	SM MANCO Meeting
13	FRIDAY	SM Staff Meeting
14	SATURDAY	
15	SUNDAY	
16	MONDAY	SM
17	TUESDAY	SM
18	WEDNESDAY	SM
19	THURSDAY	SM

		MANCO
20	FRIDAY	SM Online Journal Check STAFF MEETING
21	SATURDAY	May NSC Exam Results Released
22	SUNDAY	
23	MONDAY	SM
24	TUESDAY	SM
25	WEDNESDAY	SM
26	THURSDAY	SM
27	FRIDAY	SM Gr R Speech Contest 14h30 STAFF MEETING
28	SATURDAY	
29	SUNDAY	
30	MONDAY	SM
31	TUESDAY	SM

JUNE

1	WEDNESDAY	SM
2	THURSDAY	SM
3	FRIDAY	SM STAFF MEETING 12H15
4	SATURDAY	
5	SUNDAY	
6	MONDAY	SM GR 7 - 12 EXAM STARTING
7	TUESDAY	SM Foreign Student Check
8	WEDNESDAY	SM
9	THURSDAY	SM Fire -Quip Fire Extinguishers Service 22 Kiepersol MANCO
10	FRIDAY	SM Staff Meeting GR 4 - 6 EXAM STARTING
11	SATURDAY	
12	SUNDAY	
13	MONDAY	SM
14	TUESDAY	SM
15	WEDNESDAY	SM
16	THURSDAY	PUBLIC HOLIDAY
17	FRIDAY	
18	SATURDAY	
19	SUNDAY	
20	MONDAY	SM
21	TUESDAY	SM SGB Meeting 16h30 Journals updated
22	WEDNESDAY	SM

		2nd Final Entry Return
23	THURSDAY	SM F/PHASE MANDELA PROJECT ENDS Last Day Foundation Phase F/Phase Reports out All journals printed out and handed to Mrs. Lombard
24	FRIDAY	SM All learner registers updated on SASPAC Profiles Completed – P/F to be added next term EXAM Ends SCHOOL ENDS
25	SATURDAY	
26	SUNDAY	
27	MONDAY	
28	TUESDAY	Closing Date for Re-Mark
29	WEDNESDAY	
30	THURSDAY	

JULY

1	FRIDAY	
2	SATURDAY	
3	SUNDAY	
4	MONDAY	
5	TUESDAY	
6	WEDNESDAY	
7	THURSDAY	
8	FRIDAY	
9	SATURDAY	
10	SUNDAY	
11	MONDAY	
12	TUESDAY	Release of Re-Mark Results
13	WEDNESDAY	
14	THURSDAY	
15	FRIDAY	
16	SATURDAY	
17	SUNDAY	
18	MONDAY	SCHOOL STARTS LEARNERS & STAFF EXCO Meeting 14h45 Subject Meetings Gr R – 12 HEALTH & SAFETY MEETING Learners to check exam paper memos Provisional marks ready for uploading
19	TUESDAY	SM Staff Meeting after school All marks uploaded on SASPAC by 12h00 Schedules printed Subject Meetings Gr R – 12 14h40 DELIVERY 4 IEB
20	WEDNESDAY	SM Journals updated and printed out. Hand in to Lilly, Janelee and Riana

		Reports printed and checked Subject Meetings Gr R – 12 14h40
21	THURSDAY	SM Principal to sign reports
22	FRIDAY	SM Reports to Learners F/PHASE PYJAMA DAY MATRIC FAREWELL
23	SATURDAY	
24	SUNDAY	
25	MONDAY	SM
26	TUESDAY	SM
27	WEDNESDAY	SM
28	THURSDAY	SM MANCO
29	FRIDAY	SM Staff Meeting 12H15 Gr R Oupa & Ouma Day
30	SATURDAY	
31	SUNDAY	

AUGUST

1	MONDAY	SM
2	TUESDAY	SM
3	WEDNESDAY	SM
4	THURSDAY	SM MANCO
5	FRIDAY	SM STAFF MEETING 12H15
6	SATURDAY	
7	SUNDAY	
8	MONDAY	
9	TUESDAY	WOMEN'S DAY
10	WEDNESDAY	SM
11	THURSDAY	SM MANCO
12	FRIDAY	SM Staff Meeting 12H15
13	SATURDAY	
14	SUNDAY	
15	MONDAY	SM
16	TUESDAY	SM

17	WEDNESDAY	SM
18	THURSDAY	SM MANCO
19	FRIDAY	SM STAFF MEETING 12H15
20	SATURDAY	
21	SUNDAY	
22	MONDAY	SM
23	TUESDAY	SM Gr 9 A Subject Choice Parent Meeting 17h30 Room 16 2023 Re-Application Forms to Learners
24	WEDNESDAY	SM
25	THURSDAY	SM MANCO
26	FRIDAY	SM Staff Meeting 12H15
27	SATURDAY	
28	SUNDAY	
29	MONDAY	SM Trophies for 2021 - Collect from Learners Exam Gr 7 - 11 Starts
30	TUESDAY	SM
31	WEDNESDAY	SM NSC Final Entry Check

SEPTEMBER

1	THURSDAY	SM INVIGILATOR WORKSHOP IEB E LOURENS 13H30 Room 16 All Gr 4-12 Teachers
2	FRIDAY	SM MECS Foundation Phase Assessment Tests - New Applicants 08h00 for 2022 2023 Re-Application Forms Due STAFF MEETING
3	SATURDAY	
4	SUNDAY	
5	MONDAY	SM
6	TUESDAY	SM
7	WEDNESDAY	SM SGB MEETING 16H30
8	THURSDAY	SM DELIVERY IEB MANCO
9	FRIDAY	SM INTERNATIONAL LITERACY DAY F/P PUPPET SHOW

10	SATURDAY	
11	SUNDAY	
12	MONDAY	SM
13	TUESDAY	SM IEB LO CAT B
14	WEDNESDAY	SM L/SCIENCE PAT
15	THURSDAY	SM MANCO
16	FRIDAY	SM Lolli Pop Day STAFF MEETING
17	SATURDAY	
18	SUNDAY	
19	MONDAY	SM ALL MARKS AND COMMENTS UPLOADED TO SASPAC 9h00 Schedules
20	TUESDAY	SM FIRE QUIP – Fire Extinguishers 22 Kiepersol All class registers updated on SASPAC 9h00 RUKA THE FIREMAN SHOW F/P Reports
21	WEDNESDAY	SM HOD/Grade Heads to check Reports Brian to sign reports STAFF MEETING
22	THURSDAY	SM ECD Concert HERITAGE DAY DRESS UP F/PHASE Last Day Foundation Phase Reports to F/Phase
23	FRIDAY	SM SCHOOL ENDS
24	SATURDAY	
25	SUNDAY	
26	MONDAY	
27	TUESDAY	
28	WEDNESDAY	
29	THURSDAY	
30	FRIDAY	

OCTOBER

1	SATURDAY	UMALUSI MODERATION IN OCTOBER IEB Regional Moderation in October
2	SUNDAY	

3	MONDAY	FIRE QUIP – Fire Extinguishers 22 Kiepersol
4	TUESDAY	
5	WEDNESDAY	
6	THURSDAY	
7	FRIDAY	
8	SATURDAY	
9	SUNDAY	
10	MONDAY	ALL STAFF and LEARNERS STARTING TODAY Duty Lists
11	TUESDAY	Subject Meetings Staff meeting 13h45
12	WEDNESDAY	Quarterly Subsidy
13	THURSDAY	MATRIC PRIZE GIVING/SNAKE WALK/LOCK CEREMONY/PHOTO DAY
14	FRIDAY	
15	SATURDAY	
16	SUNDAY	
17	MONDAY	MATRIC BLOCK GR 4 – 10 NEW ASSESSMENTS FOR 2023 8H00
18	TUESDAY	MATRIC BLOC
19	WEDNESDAY	CAT P1
20	THURSDAY	
21	FRIDAY	
22	SATURDAY	
23	SUNDAY	
24	MONDAY	EXAM GR 8 – 11 STARTS DIWALI
25	TUESDAY	
26	WEDNESDAY	HINDU New Year
27	THURSDAY	ECD/F/Phase Excursion
28	FRIDAY	Principal's Declaration Form Due
29	SATURDAY	
30	SUNDAY	
31	MONDAY	ALL SCHOOL BASED ASSESSMENT MARKS CAPTURED

NOVEMBER

1	TUESDAY	GR 4 – 7 EXAM STARTS
2	WEDNESDAY	SGB MEETING 16H30
3	THURSDAY	
4	FRIDAY	
5	SATURDAY	
6	SUNDAY	
7	MONDAY	
8	TUESDAY	IEB SELECTED PORTFOLIOS COURIER
9	WEDNESDAY	
10	THURSDAY	
11	FRIDAY	MATH 2
12	SATURDAY	
13	SUNDAY	

14	MONDAY	L/SCIENCE 2
15	TUESDAY	ENGLISH 2
16	WEDNESDAY	
17	THURSDAY	EXAM ENDS CAT THEORY
18	FRIDAY	GEO 1 & 2
19	SATURDAY	
20	SUNDAY	
21	MONDAY	MATH LIT 2 / CHEMISTRY ALL MARKS IN SCHEDULES NAMES OF AWARDEES READY FOR PRIZE GIVING Photos to Learners
22	TUESDAY	Marks Meeting Reports Certificates
23	WEDNESDAY	AFR P11 Reports List of failures per Grade RE-Registration Forms for learners failing Certificates
24	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
25	FRIDAY	F/Phase Prize Giving and Last Day Schedules to Circuit
26	SATURDAY	
27	SUNDAY	
28	MONDAY	Reports to HOD's Profiles
29	TUESDAY	Reports to Principal Profiles
30	WEDNESDAY	

DECEMBER

1	THURSDAY	
2	FRIDAY	
3	SATURDAY	
4	SUNDAY	
5	MONDAY	STRATEGIC PLANNING
6	TUESDAY	
7	WEDNESDAY	MEETINGS
8	THURSDAY	SCHOOL CLOSES
9	FRIDAY	STAFF ENDS

JANUARY 2023

2	MONDAY	
3	TUESDAY	
4	WEDNESDAY	
5	THURSDAY	
6	FRIDAY	OFFICE OPENING ADMIN STAFF STARTING
7	SATURDAY	
8	SUNDAY	
9	MONDAY	STAFF WORKSHOP
10	TUESDAY	STAFF RETURNING
11	WEDNESDAY	SCHOOL RE-OPENS
12	THURSDAY	
13	FRIDAY	
14	SATURDAY	
15	SUNDAY	
16	MONDAY	
17	TUESDAY	