



HENDRIK KANISE COMBINED SCHOOL

SCHOOL YEAR PLAN -2020

TERM 1

WEEK	DAY	DATE	ACTIVITY	RESPONSIBILITY
WEEK 1	M	13 JAN	Educators report Conclude school readiness Lesson planning	Principal & SMT Principal & SMT Subject teachers
	TU	14 JAN	SMT meeting Staff meeting	Principal & SMT Principal
	W	15 JAN	Learners report Issue stationery packs & textbooks/ start periods Athletics houses to be sorted	Class teachers Sports Committee
	TH	16 JAN	RCL election elections- nomination process starts Athletic training	TLO Staff
	FR	17 JAN	Thanks giving service	Academic Comm
WEEK 2	M	20 JAN	Grade 12 parents meeting Subject committee meetings start	Principal & Gr12 educators Subj Comm Coordinators
	TU	21 JAN		
	W	22 JAN	RCL Nominees canvassing [Manifesto]	TLO
	TH	23 JAN	RCL election completed & submitted to District Subject committee meetings end	TLO Subj Comm Coordinators
	FR	24 JAN	Inter houses athletics meeting	Sports Comm & Staff
WEEK 3	M	27 JAN		Principal
	TU	28 JAN	RCL induction	Principal & TLO
	W	29 JAN		
	TH	30 JAN		
	FR	31 JAN		
WEEK 4	M	03 FEB	Sport training	Sports Comm
	TU	04 FEB	Phase parents meeting [Foundation]	HOD & Educators
	W	05 FEB	Phase parents meeting [Intersen]	HOD & Educators
	TH	06 FEB	HOD reports to Principal	HOD's
	FR	07 FEB		
WEEK 5	M	10 FEB	Sport training	Sports Comm
	TU	11 FEB		
	W	12 FEB		
	TH	13 FEB		
	FR	14 FEB	Valentine Fundraiser	
WEEK 6	M	17 FEB	Submission of Financial Statements Class visits start [announced]	Principal/Fin officer SMT
	TU	18 FEB		
	W	19 FEB	Literacy programme	Lang Comm
	TH	20 FEB		Fundraising Com
	FR	21 FEB	Class visits end [announced]	SMT
WEEK 7	M	24 FEB		
	TU	25 FEB		
	W	26 FEB		
	TH	27 FEB	Fin Comm Meeting	SGB-TREASURER/Ms NTETHA
	FR	28 FEB	Submission of term tests for moderation	Educators
WEEK 8	M	02 MAR		
	TU	03 MAR	SGB Meeting	SGB Secretary & Chairperson
	W	04 MAR	Finalise term formal assessment task[fat]/Outing SPORT	Educators/Sport Com
	TH	05 MAR	Term tests start	SMT/Educators
	FR	06 MAR		
WEEK 9	M	09 MAR		
	TU	10 MAR		
	W	11 MAR		
	TH	12 MAR		
	FR	13 MAR	Term tests end	SMT/Educators
WEEK 10	M	16 MAR	Loading of marks on SASAMS/verification of schedules	Educators/Clerk
	TU	17 MAR	Loading of marks on SASAMS & verification of schedule Cont.	Educators/ Clerk
	W	18 MAR	Reports printed and signed	SMT/Educators
	TH	19 MAR	Reports issued	SMT/Educators
	FR	20 MAR	SCHOOL CLOSE	SMT/Educators

