



HENDRIK KANISE COMBINED SCHOOL

SCHOOL YEAR PLAN -2020

TERM 4

WEEK	DAY	DATE	ACTIVITY	RESPONSIBILITY
WEEK 33	TU	29Sep	SCHOOLS REOPEN	Principal
	W	30Sep	SMT meeting	Principal & Staff
	TH	01 Oct	Staff Meeting	Principal & Staff
	FR	02 Oct	RCL meeting	RCL & TLO
WEEK 34	M	05 Oct		
	TU	06 Oct		
	W	07 Oct		
	TH	08 Oct		
	FR	09 Oct		
WEEK 35	M	12 Oct		
	TU	13 Oct		
	W	14 Oct		
	TH	15 Oct		
	FR	16 Oct	DEDICATION DAY	Academic Comm
WEEK 36	M	19 Oct	Fin Comm Meeting	Treasurer
	TU	20 Oct	Draft question papers for moderation	Subject teachers & SMT
	W	21 Oct	Draft question papers for moderation	Subject teachers & SMT
	TH	22 Oct	Draft question papers for moderation	Subject teachers & SMT
	FR	23 Oct		
WEEK 37	M	26 Oct		
	TU	27 Oct		
	W	28 Oct		
	TH	29 Oct	PRIZE GIVING CEREMONY	Academic/Sport Comm
	FR	30 Oct		
WEEK 38	M	02 Nov		
	TU	03Nov	SGB meeting	
	W	04Nov	AGM- Budget presentation	
	TH	05 Nov	Year -End Examinations start	SMT & Exam Committee
	FR	06 Nov		
WEEK 39	M	09 Nov		
	TU	10 Nov		
	W	11 Nov		
	TH	12 Nov		
	FR	13 Nov	Subject Allocation meeting	Principal/SMT/Educato
WEEK 40	M	16 Nov	Fin Comm Meeting Loading of marks on SASAMS	Fin Com Clerk & Educators
	TU	17 Nov		
	W	18 Nov		Assessment Comm & HOD
	TH	19 Nov		SMT
	FR	20Nov	Year-End Examinations conclude	
WEEK 41	M	23 Nov	Promotion meetings for FP/Intersen/FET	Principal & Ass Com/HOD
	TU	24 Nov	Print out Schedule	Clerk
	W	25 Nov	Schedules and accompanying docs prepared for moderation	SMT/Clerk
	TH	26 Nov		
	FR	27 Nov	LTSM & Furniture (Stock taking)	LTSM Coordinator & Stock taking comm
WEEK 42	M	30 Nov	Planning for 2020 completed and submitted to the office	SMT & Educators
	TU	01 Dec	Reports printed and signed	SMT & Educators
	W	02 Dec	Report Issued (Last day for learners)	Educators
	TH	03 Dec		

	FR	04 Dec	SCHOOL CLOSE	
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Signed: _____

Myona, M.P [Principal]

Louw -Arnolds C.C (Deputy Principal) _____ Gumenge M.M (HOD): _____