



HENDRIK KANISE COMBINED SCHOOL

SCHOOL YEAR PLAN -2020

TERM 2

WEEK	DAY	DATE	ACTIVITY	RESPONSIBILITY
WEEK 11	TU	31 MAR	SCHOOLS REOPEN	
	W	01 Apr	Staff Meeting	Principal & SMT
	TH	02 Apr	Foundation & Intersen Phase Meeting	Phase Heads HODs
	FR	03Apr		
WEEK 12	M	06 Apr	FET Phase Meeting	Phase Head HOD
	TU	07 Apr	SGB Meeting	SGB Secretary&Chairperson
	W	08 Apr	Subject Committee Meetings	Subject Comm Coordinators
	TH	09 Apr	Subject Committee Meetings	
	FR	10 Apr	GOOD FRIDAY	
WEEK 13	M	13 Apr	FAMILY DAY	
	TU	14Apr		
	W	15 Apr		
	TH	16Apr		
	FR	17 Apr		
WEEK 14	M	20 Apr		
	TU	21 Apr		
	W	22Apr		HOD's
	TH	23Apr		
	FR	24 Apr		
WEEK 15	M	27 Apr	FREEDOM DAY	
	TU	28 Apr		HOD's
	W	29 Apr		Sports Comm
	TH	30 Apr	HOD's Monthly Report to Principal	
	FR	01 May	WORKERS DAY	
WEEK 16	M	04 May	Class Visits [Unannounced]	SMT
	TU	05 May		
	W	06 May		
	TH	07 May	Literacy Programme	Language Committee
	FR	08 May		
WEEK 17	M	11 May	RCL Meeting	TLO
	TU	12 May		
	W	13 May	SPORT	Sport Committee
	TH	14 May		
	FR	15 May		
WEEK 18	M	18 May		
	TU	19 May		
	W	20 May	Submission of draft papers for moderation	Educators& SMT
	TH	21 May	Submission of draft papers for moderation	Educators & SMT
	FR	22 May	Finalisation of formal assessment tasks [FAT] HOD's monthly Report to Principal	Educators & SMT HOD's
WEEK 19	M	25 May	Mid -year examinations start [Senior & FET Phases]	SMT & Exam Committee
	TU	26 May		
	W	27 May		
	TH	29 May	Mid-year examinations start [Intermediate Phase]	SMT & Exam Committee
	FR	29 May		
WEEK 20	M	01 June	Fin Committee meeting	Fin Comm
	TU	02 June		
	W	03 June		
	TH	04 June	Examinations finished [All grades]	SMT & Exam Committee
	FR	05 June		
WEEK 21	M	8 June	Finalising loading of marks on SASAMS	Clerk & educators
	TU	09 June	Verification of promotion schedules	Educators & SMT
	W	10 June	Reports printed and signed	Clerk, Educators& SMT
	TH	11 June	Reports issued	SMT & Educators
	FR	12 June	SCHOOLS CLOSE	