



**HENDRIK KANISE COMBINED SCHOOL**

**SCHOOL YEAR PLAN -2021**

**TERM 2**

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