



HENDRIK KANISE COMBINED SCHOOL

SCHOOL YEAR PLAN -2021

TERM 4

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

Signed: _____

Myona, M.P [Principal]

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