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**Year -Program**

**Term 4 @**

**XPS**

**2023**

**Take note** of the following:

1. When your **name appears first** in the third column next to the event in column 2, you are **in charge** of the planning, etc.
2. All **planning** for events must be **handed in two weeks prior to the event** at your HOD for approval by the Management Team (except when stated differently).
3. If you are not sure what to do – **set up a meeting with your HOD and ask for help** and guidance.
4. If you need **money for an event**, first request in person at Mr. De Bruyn, at least **7 days prior** to the date you need it, then he will authorise request to be taken to Lizl.
5. Certain eventsare **GOLD events** which means that **all staff are expected to attend the gathering/conference/etc.**

**PRAISE & WORSHIP**:

Gr RRR – R: Friday mornings

Gr 1 – 3: Tuesdays

Gr 4 – 7: Wednesdays

Gr 8 – 12: Thursdays

**ASSEMBLY**: First day of a term.

Every Monday: Gr 1 – 7

Every Wednesday: Gr 8 – 12

Last day of a term

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**CELL GROUP (after school):**

23 October – Johan

13 November – Mr D

**MEETINGS: Staff meetings**: Monday before the school starts for new school term. See

program for other meetings.

**Phase meetings**: Twice a month

**Subject meetings**: At least once per term (Subject Heads)

**Management meetings**: Every Monday after phase meetings (Mr D)

**Leadership meetings:** Once a month

**Committee meetings:** Once per term

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|  | **Term 4** |  |
| 03 October 2023  Tuesday | **Birthday: Ankya vd Merwe** |  |
| 04 October 2023  Wednesday | **Birthday: Marlie Kloppers** |  |
| 07 October 2023  Saturday | **Birthday: Engela Mori** |  |
|  | **Week 1** |  |
| 09 October 2023, Monday | * **All staff at school: 07:00 – staff vision gathering at Midstream** |  |
| 10 October 2023 Tuesday | **Birthday: Gerda Mecchi**  **Learners/teachers return to school for Term 4**  **International teacher’s day**   * Assembly * Gr. 7 Head Leaders for term 4 announced * Gr. 12 study break * Exam Timetable finalised * Bible books - Gr. 4 – 7 for 2024 * Remind church of Crowning Evening dates * All character certificates printed for proofreading * Gr. 12 certificates – printed and in envelopes * Letter to parents: auditions for Talent Evening * Book venue for staff function * General staff meeting @ 14:00 – 16:00 | Lizl/Natalie  Mr. D  Cheries/Dawie  HODs  Ankya/Marissa  Natalie  Mentor teachers  Andrea  Andrea  Natalie  All Staff |
| 11 October 2023, Wednesday | * Teachers set up appointments for parent consultation * Gr. 12 study break * Gr. 12 certificates: finalised * **Eco School Meeting @ 14:00** Planning for Term 4 handed in at Mr De Bruyn      * Glee Club practice * SFJ practice * Pre-school meeting with Mr D | HODs/All teachers  Andrea  Cecilia/TK/Jani  Cheries  Roland  Engela/Mr D |
| 12 October 2023, Thursday | * Gr. 12 Final Drama Prac Auditorium @ 09:00 * Parent Consultation – appointments only in classrooms. | Andrea  All subject teachers |
| 13 October 2023, Friday | * Gr 12: Valediction Service, Prize Giving and Bell Ceremony @ 09:00 * Oats & Milk event * All academic information for certificates for Gr. 1 – 11 ready * ALL sport, culture, eco school, outside of school activities for Term 1 – 3 info for certificates finalised and emailed to HODs | Andrea/Mignon  Yeukai/Marjohande  HODs  Johan/Ankya/  Andrea |
| 14 October 2023, Saturday |  |  |
| 15 October 2023, Sunday | **Birthdays: Yeukai Nota**  **Dora Lovedero** |  |
|  | **Week 2** |  |
| 16 October 2023, Monday | * Uniform inspection after Assembly – Gr. 1 - 7 * Assessments Planning Term 4 to learners/parents (Foundation Phase only) * Character certificates – back to teachers to correct * Talent evening: auditions - internal only (first break and 2nd break auditorium) * Coding Demo @ 14:00 | Register Teachers  Colla  HODs  Andrea/Elna/Riana  All staff |
| 17 October 2023, Tuesday | * Academic Forum Meeting Term 3 marks | SMT |
| 18 October 2023, Wednesday | * Uniform inspection after Assembly – Gr. 8 – 11 * **IEB Gr. 12 exams BEGIN** * Character certificates – finalised * Eco Schools activity * Glee Club practice * SFJ practice * Talent Evening Rehearsals | Register Teachers and prefects  Andrea  Mentor Teachers  Cecilia/TK/Jani  Cheries  Roland  Andrea/Elna/Riana |
| 19 October 2023, Thursday | * IEB Gr. 12 exams * Print character certificates | Andrea  HODs |
| 20 October 2023, Friday | * IEB Gr. 12 exams * High School Rugby Camp | Andrea  Johan/Dawie/Roland |
| 21 October 2023, Saturday | * High School Rugby Camp | Johan/Dawie/Roland |
| 22 October 2023, Sunday | * High School Rugby Camp | Johan/Dawie/Roland |
|  | **Week 3** |  |
| 23 October 2023, Monday | * IEB Gr. 12 exams * Information packages to parents * Final rehearsals for Talent Evening * ALL delims Gr. 7 – 9 at moderators in HARDCOPY * **Staff cell group** | Andrea  Lizl  Andrea/Elna/Riana  Andrea/Marissa  Johan |
| 24 October 2023, Tuesday | **Birthday: Colla de Bruyn**   * IEB Gr. 12 exams * Talent Evening and Art Exhibition | Andrea  Andrea/Elna/Riana |
| 25 October 2023, Wednesday | * Gr. 4 – 6 Spelling Bee * Gr 8 – 9 Spelling Bee * IEB Gr. 12 exams * ALL delims back to teachers to be corrected * Eco school activity * Glee Club practice * SFJ practice | Cheries/Jani  Mavoreen  Andrea  Moderators  Cecilia/TK/Jani  Cheries  Roland |
| 26 October 2023, Thursday | * IEB Gr. 12 exams * Proofread certificates | Andrea  HODs |
| 27 October 2023, Friday | * IEB Gr. 12 exams * Tuckshop Fundraiser: Gr. 7 * ALL Gr. 7 – 9 delims to HOD in hard copy and email * Delims to be printed | Andrea  Gr. 7 Mentor  All subject teachers  Andrea/Marissa |
| 28 October 2023, Saturday |  |  |
| 29 October 2023, Sunday |  |  |
|  | **Week 4** |  |
| 30 October 2023, Monday | * IEB Gr. 12 exam * Gr 4-6 Delims to moderators * Gr. 7 – 9 delims to learners/parents * All exam documents (exam papers, memorandums, assessment framework; etc) for week one of exam to moderators * Prayer meeting: parents and staff – All staff to attend. * HaMakom Gr 12 Meeting @ 14:00 | Andrea  Marissa/Andrea  Subject teachers  Roland  All Grade 10 – 12 teachers |
| 31 October 2023, Tuesday | * IEB Gr. 12 exam * Gr. 4-7 drama evening showcase | Andrea  Elna |
| 01 November 2023, Wednesday | * IEB Gr. 12 exam * Gr. 4 – 6 delims back to teachers to correct * Eco school activity * Glee club practice * SFJ practice | Andrea  Moderators  Cecilia/TK/Jani  Cheries  Roland |
| 02 November 2023, Thursday | * IEB Gr. 12 exam * Final Certificates printed * Budget meeting for 2024 with parents | Mr. D/Andrea  HODs  Mr D |
| 03 November 2023, Friday | * IEB Gr. 12 exam * Gr. 1 Spellathon * Gr. 2 & 3 Afrikaans Spellathon * ALL Gr. 4 – 6 delims to HOD in hardcopy and email * Teacher Awards Evening | Mr. D/Andrea  Miranda/Charné  Colla  Marissa  Gr 11 Comm |
| 04 November 2023, Saturday |  |  |
| 05 November 2023, Sunday |  |  |
|  | **Week 5** |  |
| 06 November 2023, Monday | * IEB Gr. 12 exams * Gr. 4 – 6 delims to learners/parents and on D6 * All exam documents for week two of exam to subject heads/moderators * Contact transport providers to arrange for earlier transport during exams (from 14 November) | Andrea  Marissa  Subject teachers  Natalie |
| 07 November 2023, Tuesday | * IEB Gr. 12 exams * Practice run for Crowning Evening – Gr. 8 – 11 * Crowning Evening: Gr. 8 – 9 @ 18:00   Gr. 10 – 11 @19:00 | Andrea  Andrea  Mr. D/Andrea |
| 08 November 2023, Wednesday | * IEB Gr. 12 exams * Book and reading festival/exhibition * Gr. 4 practice for Crowning Evenings * Eco school activity: year-end function * Crowning Evening: Gr. 4 @ 18:30 * Glee Club – year-end function * SFJ – year-end function | Andrea  Mavoreen/Cheries  Marissa  Cecilia/TK/Jani  HOD & Mentors  Cheries  Roland |
| 09 November 2023, Thursday | * IEB Gr. 12 exams * Book and reading festival/exhibition * Gr. 4 & 5 practice for Crowning Evening * Crowning Evening: Gr. 5 @ 18:00 * Crowning Evening: Gr. 6 @ 19:00 * Gr. RR - R Swimming Gala | Mr. D/Andrea  Mavoreen/Jani  HOD and Mentors  HOD/Gr. 5 mentors  HOD/Gr. 6 mentors  Engela |
| 10 November 2023, Friday | * IEB Gr. 12 exams * Sport and Culture awards ceremony @ 12:00 in the auditorium * All Stationery Lists for 2024 back to school * Little Shop Day Gr. R * Gr. 1 - 3 Afr. Spellathon * All photos and info of Term 4 to be emailed to Natalie for the Yearbook * Graduation ceremony/Crowning Evening: Gr. 7 @ 18:00 * Athletics Coaches Camp | Mr. D/Andrea  Johan/Ankya/Andrea  Lizl  Engela  Charné  Natalie  Mentors/Parents  Johan/Staff |
| 11 November 2023, Saturday | * Athletic Coaches Camp | Johan/Staff |
| 12 November 2023, Sunday | * Athletics Coaches Camp | Johan/Staff |
|  | **Week 6** |  |
| 13 November 2023, Monday | * IEB Gr. 12 exams * All exam documents for week three of exam at subject heads/moderators * **Gr. 7 – 11 Exams begin** * Gr. 1 and R practice for Crowning Evening * **School closes 12 o’clock until end of year** * **Staff cell group** | Andrea  Moderators  HODs  Engela/Gr. 1 staff  Mr D |
| 14 November 2023, Tuesday | * IEB Gr. 12 exams * Gr. 7 – 11 Exams * Gr. R & 1 practice for Crowning Evening * Crowning Evening: Gr. R & Gr. 1 | Andrea  HODs  Engela/Gr. 1  Engela/Colla |
| 15 November 2023, Wednesday | * IEB Gr. 12 exams * Gr. 7 – 11 Exams * Gr. 2 & 3 practice for crowing evening. * Crowning Evening: Gr. 2 @ 18:00 * Crowning Evening: Gr. 3 @ 19:15 | Andrea  HODs  Colla & Gr. 2 – 3 Mentor Teachers  Mentor Teachers |
| 16 November 2023, Thursday | * Gr. R Bicycle Day * IEB Gr. 12 exams * Gr. 7 – 11 Exams | Engela  Andrea  HODs |
| 17 November 2023, Friday | * IEB Gr. 12 exams * Gr. 7 – 11 Exams * Gr. R visit Gr. 1 class to meet 2024 teachers. * Mentor File Remarks to HODs to be checked | Andrea  HODs  Miranda/Charné  HODs |
| 18 November 2023, Saturday |  |  |
| 19 November 2023, Sunday |  |  |
|  | **Week 7** |  |
| 20 November 2023, Monday | * **Birthday: Edmore Chinga** * **Exam Gr. 4 – 6 begins** * Exam Gr. 7 – 11 * IEB Gr. 12 exams | Marissa  HODs  Andrea |
| 21 November 2023, Tuesday | * Exam Gr. 4 – 11 * IEB Gr. 12 exams * Gr 3 into Gr 4 Parent Meeting | HODs  Andrea  Marissa/Colla |
| 22 November 2023, Wednesday | * Exam Gr. 4 – 11 * IEB Gr. 12 exams | HODs  Andrea |
| 23 November 2023, Thursday | * Exam Gr. 4 – 11 * IEB Gr. 12 exams end | HODs  Andrea |
| 24 November 2023, Friday | **Birthday: Mirriam Makalela**   * Exam Gr. 4 – 11 | HODs |
| 25 November 2023, Saturday |  |  |
| 26 November 2023, Sunday |  |  |
|  | **Week 8** |  |
| 27 November 2023, Monday | * Exam Gr. 4 – 11 * Print name stickers for envelopes * Gr. R books printed for term 1 (between breaks) * Prepare stage for Crowning Evening/Biblical Play * Textbook lists to parents (Gr. 3 – 11) | HODs  Lizl  Engela/Marlie  Engela  Gerda/Ashley |
| 28 November 2023, Tuesday | * Exam Gr. 4 – 11 * Gr. R books printed for term 1 (between breaks) * Gr. RRR – R Graduation and Crowning Evening | HODs  Engela/Marlie  Engela |
| 29 November 2023, Wednesday | * Exam Gr. 4 – 11 * Gr. R books printed for Term 1 (between breaks) | HODs  Engela/Marlie |
| 30 November 2023, Thursday | * Exam Gr. 4 – 11 * Gr. 7 Bell Function @ 10:00 * Gr. R books printed for term 1 (between breaks) | HODs  Mentor teachers  Engela/Marlie |
| 01 December 2023, Friday | * Gr. 4 – 11 exam ends * Final Assembly – learners end * Class parties after exams @ 10:00 – 12:00 * Pre-school Ennis Thabong Fun Day * Timetable for 2024 ready, printed and handed to staff. * Year-end Function Prep   **Carols by candlelight picnic on the sports field** | HODs  Mr D  All mentor teachers  Engela  Mr D & Andrea and Marissa (Gerda)  Andrea/Lizl  Cheries/Roland and SFJ/Glee Club |
| 02 December 2023, Saturday |  |  |
| 03 December 2023, Sunday |  |  |
|  | **Week 9** |  |
| 04 December 2023, Monday | * All Planning (including assessment planning and assessment tasks) handed in for Term 1 2024 * All marks (SBA & exam) on D6 before 08:00 * Textbook reviews for term 4 to be done. * Marks printed, checked and corrected. * Promotion schedules printed. * Marks discussion * Marks to teachers to check and correct. * Print name stickers for report envelopes * Stationery packs to be delivered – TBC | All teachers  All teachers  All teachers  HODs  HODs  Mr D/HODs  All teachers  Natalie  Lizl |
| 05 December 2023, Tuesday | * Print proof reports and proofread. * Year-end Function | HODs  All staff |
| 06 December 2023, Wednesday | * Final reports printed and signed. * Duty rosters for 2024 finalised * Blue hanging files to be completed * IEB Markers leave | HODs  Nadia  Mentor Teachers |
| 07 December 2023, Thursday | * Print final report cards. * Print final promotion sheets. * Blue hanging files signed off. * Report cards in envelopes. * Textbook reviews in hardcopy to HODs | Andrea/Marissa  HODs  Register/HODs  Mr D  All teachers |
| 08 December 2023, Friday | * Collection of report cards before 10:00 | Mentor teachers |
| 09 December 2023, Saturday |  |  |
| 10 December 2023, Sunday |  |  |
|  | **Week 10** |  |
| 11 December 2023, Monday | * Teachers at School | All teachers |
| 12 December 2023, Tuesday | * Teachers at School | All teachers |
| 13 December 2023, Wednesday | * Teachers at School – School closes | All teachers |
| 14 December 2023, Thursday |  |  |
| 15 December 2023, Friday |  |  |
| 16 December 2023, Saturday | **Day of Reconciliation** |  |
| 17 December 2023 |  |  |
| 24 December  2023, Sunday | **Birthday: Charné Fourie** |  |
| 25 December 2023 | **Christmas Day** |  |
| 26 December 2023 | **Day of Good Will** |  |

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**BIRTHDAYS**

|  |  |  |  |  |  |
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| **NAME** | **MONTH** | **DAY** | **NAME** | **MONTH** | **DAY** |
|  | January |  |  | September |  |
| Riana Kruger |  | 17 | Natalie Rich |  | 08 |
| Mavoreen Bosman |  | 19 | Roland Schoonraad |  | 14 |
| Elna Tolmay |  | 20 | Nobesuthu Sidubi |  | 18 |
| Elandri Kloppers |  | 29 | Solomon Maswanganyi |  | 18 |
|  |  |  | Jessica Mori |  | 20 |
|  | February |  | Nina Dos Santos |  | 28 |
| Kolie Joubert |  | 07 |  | October |  |
| Johan vd Merwe |  | 27 | Ankya vd Merwe |  | 03 |
|  | March |  | Marlie Kloppers |  | 04 |
| Amon Samau |  | 05 | Engela Mori |  | 07 |
| Gary Rich |  | 13 | Gerda Mecchi |  | 10 |
| Agnus Molubi |  | 19 | Celeste Momberg |  | 13 |
|  |  |  | Yeukai Nota |  | 15 |
|  | April |  | Dora Lovedero |  | 15 |
| Marjohande Rademeyer |  | 01 | Colla de Bruyn |  | 24 |
| Hermien vd Merwe |  | 01 |  | November |  |
| Annah Sefala |  | 26 | Edmore Chinga |  | 20 |
|  | May |  | Mirriam Makalela |  | 24 |
| Andrea Nel |  | 04 |  |  |  |
| Jani Voges |  | 05 |  | December |  |
| Phillip de Bruyn |  | 08 | Charné Fourie |  | 24 |
| Wilson Mangena |  | 09 |  |  |  |
| Marissa Botha |  | 12 |  |  |  |
| Mea Engelbrecht |  | 13 |  |  |  |
| Miranda Pretorius |  | 14 |  | | |
| Raymond Sebola |  | 30 |  | | |
|  | June |  |
| Gibson Munzhelele |  | 03 |
| Loyiso Maqungo |  | 06 |
| Ashley Laubscher |  | 08 |
| Pamela Robertson |  | 11 |
| Nadia Schoonraad |  | 27 |
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|  | July |  |
| Andries Sekhoto |  | 04 |
| Cheries Nolte |  | 06 |
| Mignon Heymans |  | Silhouette Design Store - View Design #49148: age - world enjoying you birthday - vinyl phrase19 |
| Rosinah Seanego (DD) |  | 22 |
|  | August |  |
| Cecilia Stapelberg |  | 06 |
| Annikie Mogoru |  | 19 |
| Johannes Mtsweni |  | 20 |
| Lizl Venter |  | 23 |
| Dawie de Beer |  | 27 |
| Julia Laka |  | 27 |

