

**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

.

**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

|  |  |  |
| --- | --- | --- |
|  | **Term 4** |  |
| 03 October 2023Tuesday | **Birthday: Ankya vd Merwe** |  |
| 04 October 2023Wednesday | **Birthday: Marlie Kloppers** |  |
| 07 October 2023Saturday | **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/NatalieMr. DCheries/DawieHODsAnkya/MarissaNatalieMentor teachersAndreaAndreaNatalieAll 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 teachersAndreaCecilia/TK/JaniCheriesRolandEngela/Mr D |
| 12 October 2023, Thursday | * Gr. 12 Final Drama Prac Auditorium @ 09:00
* Parent Consultation – appointments only in classrooms.
 | AndreaAll 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/MignonYeukai/MarjohandeHODsJohan/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 TeachersCollaHODsAndrea/Elna/RianaAll 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 prefectsAndreaMentor TeachersCecilia/TK/JaniCheriesRolandAndrea/Elna/Riana |
| 19 October 2023, Thursday | * IEB Gr. 12 exams
* Print character certificates
 | AndreaHODs |
| 20 October 2023, Friday | * IEB Gr. 12 exams
* High School Rugby Camp
 | AndreaJohan/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**
 | AndreaLizlAndrea/Elna/RianaAndrea/MarissaJohan |
| 24 October 2023, Tuesday | **Birthday: Colla de Bruyn*** IEB Gr. 12 exams
* Talent Evening and Art Exhibition
 | AndreaAndrea/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/JaniMavoreenAndreaModeratorsCecilia/TK/JaniCheriesRoland |
| 26 October 2023, Thursday | * IEB Gr. 12 exams
* Proofread certificates
 | AndreaHODs |
| 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
 | AndreaGr. 7 MentorAll subject teachersAndrea/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
 | AndreaMarissa/AndreaSubject teachersRolandAll Grade 10 – 12 teachers |
| 31 October 2023, Tuesday | * IEB Gr. 12 exam
* Gr. 4-7 drama evening showcase
 | AndreaElna |
| 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
 | AndreaModeratorsCecilia/TK/JaniCheriesRoland |
| 02 November 2023, Thursday | * IEB Gr. 12 exam
* Final Certificates printed
* Budget meeting for 2024 with parents
 | Mr. D/AndreaHODsMr 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/AndreaMiranda/CharnéCollaMarissaGr 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)
 | AndreaMarissaSubject teachersNatalie |
| 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 | AndreaAndreaMr. 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
 | AndreaMavoreen/CheriesMarissaCecilia/TK/JaniHOD & MentorsCheriesRoland |
| 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/AndreaMavoreen/JaniHOD and MentorsHOD/Gr. 5 mentorsHOD/Gr. 6 mentorsEngela |
| 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/AndreaJohan/Ankya/AndreaLizlEngelaCharnéNatalieMentors/ParentsJohan/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**
 | AndreaModeratorsHODsEngela/Gr. 1 staffMr 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
 | AndreaHODsEngela/Gr. 1Engela/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
 | AndreaHODsColla & Gr. 2 – 3 Mentor TeachersMentor Teachers |
| 16 November 2023, Thursday | * Gr. R Bicycle Day
* IEB Gr. 12 exams
* Gr. 7 – 11 Exams
 | EngelaAndreaHODs |
| 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
 | AndreaHODsMiranda/CharnéHODs |
| 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
 | MarissaHODsAndrea |
| 21 November 2023, Tuesday | * Exam Gr. 4 – 11
* IEB Gr. 12 exams
* Gr 3 into Gr 4 Parent Meeting
 | HODsAndreaMarissa/Colla |
| 22 November 2023, Wednesday | * Exam Gr. 4 – 11
* IEB Gr. 12 exams
 | HODsAndrea |
| 23 November 2023, Thursday | * Exam Gr. 4 – 11
* IEB Gr. 12 exams end
 | HODsAndrea |
| 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)
 | HODsLizlEngela/MarlieEngelaGerda/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
 | HODsEngela/MarlieEngela |
| 29 November 2023, Wednesday | * Exam Gr. 4 – 11
* Gr. R books printed for Term 1 (between breaks)
 | HODsEngela/Marlie |
| 30 November 2023, Thursday | * Exam Gr. 4 – 11
* Gr. 7 Bell Function @ 10:00
* Gr. R books printed for term 1 (between breaks)
 | HODsMentor teachersEngela/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** | HODsMr DAll mentor teachers EngelaMr D & Andrea and Marissa (Gerda)Andrea/LizlCheries/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 teachersAll teachersAll teachersHODsHODsMr D/HODsAll teachersNatalieLizl |
| 05 December 2023, Tuesday | * Print proof reports and proofread.
* Year-end Function
 | HODsAll staff |
| 06 December 2023, Wednesday | * Final reports printed and signed.
* Duty rosters for 2024 finalised
* Blue hanging files to be completed
* IEB Markers leave
 | HODsNadiaMentor 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/MarissaHODsRegister/HODsMr DAll 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 December2023, Sunday | **Birthday: Charné Fourie** |  |
| 25 December 2023 | **Christmas Day** |  |
| 26 December 2023 | **Day of Good Will** |  |



**BIRTHDAYS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |

