



XANADU
PRIVATE SCHOOL

Year -
Program
@
XPS
2024

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 events are **GOLD events** which means that **all staff are expected to attend the gathering/conference/etc.**

ASSEMBLY: First day of a term.

Every Monday: Gr 1 – 7

Every Wednesday: Gr 8 – 12

Last day of a term

PRAISE & WORSHIP:

Gr RRR – R: Friday mornings

Gr 1 – 3: Tuesdays

Gr 4 – 7: Wednesdays

Gr 8 – 12: Thursdays

CELL GROUP (after school):

29 January – Mr D

11 March – Dawie

15 April – Celeste

20 May – Roland

22 July – Movie afternoon

Easter Celebrations: HODs

Ascension Day: HODs

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 Tuesday during PS Sport Period (Mr D)

Leadership meetings: Once a term

Committee meetings: Once per term

Passion weeks: Coordinators: Andrea, Colla, Marissa & Engela (to approve and finalise)

Passion for God And Outreach	Passions for People And Outreach	Passion for Nations And Outreach
Leaders: Nadia and Marjohande	Leaders: Celeste & Gerda	Leaders: Ashley & Edmore
Team: Charné Jani Johan Takusani Wilson Hermien Clareece Dora Mercia	Team: Kolie Miranda Ankya Cecilia Raymond Nina Marlie Yeukai Jenelle	Team: Jessica Elna Riana Edmore Ashley Elandri Mea Mignon Belinda

	TERM 1	
	Week 1	
03 January 2024 Wednesday	Maintenance Team to start	
08 January 2024 Monday	Admin staff return to school @ 8:00	
09 January 2024 Tuesday	Pre-school staff at school @ 8am Pre-school staff @ 1pm meeting with Mr D.	
10 January 2024 Wednesday	<ul style="list-style-type: none"> • Preschool staff meeting @ school @ 7:00am • Preschool opens • First Day Prep 	Jessica and Dora
12 January 2024 Friday	<ul style="list-style-type: none"> • HODs at school for planning @ 09:00 • Leadership Camp Gr 12s 12 – 14 January 2024 	Gerda/Raymond
13 January 2024 Saturday		
14 January 2023 Sunday	<ul style="list-style-type: none"> • Leadership Camps Gr 7 14 – 16 January 2024 	Cheries/Dawie
15 January 2024, Monday	<ul style="list-style-type: none"> • All Teachers return to school • Admin staff at school @ 07:00 • Morning meeting @ 08:00 • All class and other registers completed • Staff Meeting @8:30 – 10:30 • Staff investment – 11:00 • Head Leaders (Primary and High School) to meet @ 10:00 • All timetables to new staff • Morning/Break Duty Roster, Detention Class Roster to new staff • New staff Orientation • First Day Gr 1s planning • Class lists to teachers 	<p>Mr De Bruyn</p> <p>Pamela</p> <p>Mr D</p> <p>Dawie/Cheries</p> <p>Gerda/Raymond/Nina</p> <p>Gerda</p> <p>Responsible staff</p> <p>Riana</p> <p>Charne and Miranda</p> <p>Lizl</p>
16 January 2024, Tuesday	<ul style="list-style-type: none"> • Admin at school @ 07:00 	

	<ul style="list-style-type: none"> • Morning meeting @ 08:00 directly afterwards Phase meetings • Staff investment: Muller v Loggerenberg @ 10:00 • Leadership meeting @ 12:00 • Gr. 8 Orientation Programme: 10:00 – 11:30 • New learners divided into houses • Test Timetable for Term 1 ready • Different Committee meetings • Sunshine Committee – funds for the year • Booking for Gr. 3 day out 	<p>XPS Council</p> <p>Johan/Ankya HODs Chairpersons Sunshine Com</p> <p>Colla</p>
<p>17 January 2024, Wednesday</p>	<ul style="list-style-type: none"> • Birthday: Riana Kruger • Learners return for Term 1 • Programme for the day: <ul style="list-style-type: none"> - New learners divided into houses - School Opening (Assembly) @ 08:30 - Bell Function @ 09:00 (all new learners and staff, not Gr 8) - Blessing of new build. - High School Spirit Week • Gr. 11 Committee Meeting – 2nd Break • Tell learners about the Culture Periods 	<p>Johan/Ankya Mr De Bruyn Live Stream Dawie</p> <p>XPS Council</p> <p>Gr. 11 Com Andrea/Riana Register Teachers</p>
<p>18 January 2024 Thursday</p>	<ul style="list-style-type: none"> • Release of IEB results • Gr. 8 Orientation Programme • High School Spirit Week • Athletics practice for Primary and High School (Learners come to school in PE uniform): <ul style="list-style-type: none"> ○ Gr. 1 - 7: 08:00 – First break ○ Gr. 8 - 12: between breaks • Learners to register for Culture Periods 	<p>Andrea</p> <p>Gr. 8 Mentor/leaders XPS Council Johan/Ankya</p> <p>Andrea/Riana/Marissa Colla</p>

	<p>Gr. 8-12: 08:00-first break</p> <p>Gr. 1-7 – Between breaks</p> <ul style="list-style-type: none"> • Academic Forum reports to Phillip 	HODs
19 January 2024, Friday	<ul style="list-style-type: none"> • Birthday: Mavoreen Bosman • Gr. 8 Orientation Programme • Learners come to school in House colours/uniform @ 7:30 • Inter House Athletics Meeting (PS) starts @ 08:00 <ul style="list-style-type: none"> ○ Food court and drinks ○ High School – officials/runners ○ Tuckshop • Mentor File and Mentor Class Passion Programme ready – to HODs email (no comments yet) only file ready for the year. 	<p>Gr. 8 Mentor/leaders Johan/Ankya</p> <p>FUN Com, all teachers Preschool</p> <p>All Mentor Teachers</p>
20 January 2024, Saturday	<ul style="list-style-type: none"> • Birthday: Elna Tolmay • Inter House Athletics Meeting (HS) starts @ 08:00 <ul style="list-style-type: none"> ○ Food court and drinks 	<p>Ankya and Johan</p> <p>FUN Com, , Pre-school tuckshop, all teachers</p>
21 January 2024, Sunday		
Week 2		
22 January 2024, Monday	<ul style="list-style-type: none"> • Gr. 8 Orientation Programme • Rehearsals 2-3pm • Term 1 Assessment Planning and Cover Pages in learners' books Gr. 1 – 12 • "First Day" photos – Gr. R & 1 • Passion for God and Outreach: planning meeting @ break • Book/file control roster to teachers • Grade 4 information eve @ 6pm • Gr. Pre - 12 Parent meet-and-greet (info) evening @ 18:30 – 20:00 <ul style="list-style-type: none"> - Mr D addresses the parents in auditorium 	<p>Gr. 8 Mentor/leaders</p> <p>All teachers</p> <p>Engela/Gr. 1 staff Nadia/Marjorhande</p> <p>HODs</p> <p>All grade 4 teachers</p> <p>All staff</p>

	<ul style="list-style-type: none"> - Concert information to parents Gr 4-7 - Teachers' Power Points for classes - IRP – Expo – Info to parents • Phase meeting 2pm – Info for parent's eve 	<p>Marissa</p> <p>All register teachers</p> <p>Raymond/TK</p>
23 January 2024, Tuesday	<ul style="list-style-type: none"> • Gr. 8 Orientation Programme • PS Athletics @ LS Olienpark 14:00-19:30 • Academic Forum Meeting 	<p>Gr. 8 Mentor/leaders</p> <p>Johan/Ankya</p> <p>SMT</p>
24 January 2024, Wednesday	<ul style="list-style-type: none"> • Gr. 8 Orientation Programme • Committee's meetings: minutes and planning to Mr D • 1-act house play auditions 14:30 – 16:00 in the auditorium • International Day of Education 	<p>Gr. 8 Mentor/leaders</p> <p>Chairpersons</p> <p>Andrea</p> <p>Marketing</p>
25 January 2024 Thursday	<ul style="list-style-type: none"> • Gr. 8 Orientation Programme • Grade 6 and 9s camp booking finalised 	<p>Gr. 8 Mentor/leaders</p> <p>Lizl and Mentors</p>
26 January 2024, Friday	<ul style="list-style-type: none"> • Gr. 8 Orientation Programme • Staff social: 18:00 	<p>Gr. 8 Mentor/leaders</p> <p>Mr D</p>
27 January 2024, Saturday		
28 January 2024, Sunday		
Week 3		
29 January 2024, Monday	<ul style="list-style-type: none"> • Birthday: Elandri Kloppers • Gr. 8 Orientation Programme • Passion for God/outreach planning in for approval • Staff cell group • Prayer meeting: parents and all staff (All leaders must attend) 	<p>Gr. 8 Mentor/leaders</p> <p>Nadia/Marjohande</p> <p>Mr D</p> <p>Mavoreen</p>
30 January 2024, Tuesday	<ul style="list-style-type: none"> • Gr. 8 Orientation Programme • 10th school day: registers to teachers • Easter Service planning 	<p>Gr. 8 Mentor/leaders</p> <p>Pamela</p> <p>SMT</p>

	<ul style="list-style-type: none"> PS Athletics: Prestige event @ LS Brits 15:00-19:30 	Johan/Ankya
31 January 2024, Wednesday	<ul style="list-style-type: none"> Gr. 8 Orientation Programme Passion for God/Outreach week: information to teachers 1-act play rehearsals: 14:15 – 16:00 in the auditorium 	Gr. 8 Mentor/leaders Nadia/Marjohande Andrea
1 February 2024 Thursday	<ul style="list-style-type: none"> IEB last day for remarks Gr. 8 Orientation Programme PS Athletics @ Edendale starts 1pm 	Andrea Gr. 8 Mentor/leaders Johan/Ankya
2 February 2024, Friday	<ul style="list-style-type: none"> Birthday: Mercia van der Merwe Ennis Thabong Outreach – Oats and Milk 	Hermien/Jani
3 February 2024, Saturday	<ul style="list-style-type: none"> IEB Conference 	Grade 12 teachers
4 February 2024, Sunday		
	Week 4	
5 February 2024, Monday	<ul style="list-style-type: none"> IRP: EXPO information sent to learners and parents Application forms in for Mr & Miss XPS (High School only) Public Speaking Information to learners and parents Subject meetings HS Athletics Cluster @HS Harties 	TK/Raymond Andrea Mavoreen/English Teachers All staff Ankya/Johan and coaches
6 February 2024, Tuesday	<ul style="list-style-type: none"> MSHEQ Fire Drill Sport practices Final rehearsal Grade 8 concert 	Charne – Health and Safety Ankya and Johan and coaches Gr 8 mentors and leaders
7 February 2024, Wednesday	<ul style="list-style-type: none"> High school assembly – Gr 8 Concert and bell ceremony Play rehearsals – 14:15-4pm PS Athletics Cluster @ LS GHS 	Andrea Johan/Ankya
8 February 2024 Thursday	<ul style="list-style-type: none"> PS Athletics @ Olienpark 	Johan & Ankya and coaches
9 February 2024, Friday	<ul style="list-style-type: none"> Fundraiser: Gr. 7 	Gr 7 Mentors


	<ul style="list-style-type: none"> • HS Athletics – HS Harties 14:00-22:00 	Johan/Ankya and coaches
10 February 2024, Saturday	<ul style="list-style-type: none"> • PS Athletics: Cluster meeting (tbc) • IEB Conference 	Johan/Ankya Gr 12 teachers
11 February 2024, Sunday		
Week 5		
12 February 2024, Monday	<ul style="list-style-type: none"> • Uniform Inspection • File and book control – Term 1 • Delimitations for test series to moderators • Agape Celebrations Valentine’s Day Information to parents • Informal class visits to begin • HS Athletics Sub-district @ HS Harties • Phase meeting @ 2pm 	Head of Discipline All subject teachers All subject teachers Mr D HODs Johan/Ankya and coaches All staff
13 February 2024, Tuesday	<ul style="list-style-type: none"> • English Public Speaking info to learners/parents 	English Subject teachers
14 February 2024, Wednesday	<ul style="list-style-type: none"> • All delimitations back to teachers to correct • GR 11 Comm meeting 2nd break • Play rehearsal – 14:15 – 16:00 • PS Sub district Athletics @ PS GHS 	Moderators Andrea/Riana Andrea Ankya/Johan and coaches
15 February 2024, Thursday	<ul style="list-style-type: none"> • TEST 1 • Sport practices 	Johan/Ankya and coaches
16 February 2024, Friday	<ul style="list-style-type: none"> • PS Athletics: sub districts @ LS Brits • XPS (Agapé) ball 	Johan/Ankya and coaches Gr. 11 Com
17 February 2024, Saturday		
18 February 2024, Sunday		
Week 6		
19 February 2024, Monday	<ul style="list-style-type: none"> • Assembly PS • Passion for God week and Outreach 	Passion Week starts Nadia/Marjohande
20 February 2024, Tuesday	<ul style="list-style-type: none"> • TEST 2 • Passion for God week and Outreach 	Nadia/Marjohande

	<ul style="list-style-type: none"> • Pre-season: netball, soccer and rugby practices 	Johan/Ankya
21 February 2024, Wednesday	<ul style="list-style-type: none"> • High School Assembly • Passion for God week and Outreach • Play rehearsal – 14:15 – 16:00 • District Athletics @ Rustenburg 	Nadia/Marjohande Andrea Ankya/Riana
22 February 2024, Thursday	<ul style="list-style-type: none"> • TEST 3 • Passion for God week and Outreach • Letters for Visual Screening to parents • Sport practices • Executive Forum in Person @ XPS @2pm 	Nadia/Marjohande Engela Johan/Ankya SMT
23 February 2024, Friday	<ul style="list-style-type: none"> • Passion for God week and Outreach ends • Civvies-day: Agape-celebration (Part of Passion week) • All marks for test 1-2 to Mr D and then load onto D6 	Nadia/Marjohande All staff
24 February 2024, Saturday		
25 February 2024, Sunday		
Week 7		
26 February 2024, Monday	<ul style="list-style-type: none"> • English Public Speaking in classes • Phase meeting @2pm 	Eng subject teachers
27 February 2024, Tuesday	<ul style="list-style-type: none"> • Birthday – Johan van der Merwe • TEST 4 • English Public Speaking in classes 	Eng subject teachers
28 February 2024, Wednesday	<ul style="list-style-type: none"> • English Public Speaking in classes • Play rehearsals – 14:15-16h00 • Emergency Drill • International Stand up to Bullying Day 	Eng subject teachers Andrea Charne
29 February 2024, Thursday	<ul style="list-style-type: none"> • TEST 5 • English Public Speaking in classes • Sport practices • Fundraiser: Gr. 11 	Eng subject teachers Coaches Gr. 11 & 12 com

		Andrea/Riana
1 March 2024, Friday	<ul style="list-style-type: none"> • Parent Social (GOLD) • Test 3-4 marks to Mr D and then load on D6 	All staff
2 March 2024, Saturday		
3 March 2024, Sunday		
Week 8		
4 March 2024, Monday	<ul style="list-style-type: none"> • Assembly PS • Prayer meeting: parents and PS teachers 	Roland
5 March 2024, Tuesday	<ul style="list-style-type: none"> • Birthday: Amon Samau • TEST 6 • Concert planning finalised 	HODs Marissa
6 March 2024, Wednesday	<ul style="list-style-type: none"> • Assembly HS • Play rehearsals 2:15 - 16:00 	Andrea
7 March 2024, Thursday	<ul style="list-style-type: none"> • TEST 7 	HODs
8 March 2024, Friday	<ul style="list-style-type: none"> • CANSA: Shavathon (GET DATE) • Marked papers with averages to Mr D • Mr & Miss XPS: workshop and interviews • Preschool fun athletics day with Ennis Thabong @ XPS • Test 5-6 marks to Mr D and then loaded on D6 	Gr. 12 Mentor Teacher Subject teachers Andrea/FUN Com Engela
9 March 2024, Saturday		
10 March 2024, Sunday		
Week 9		
11 March 2024, Monday	<ul style="list-style-type: none"> • Assembly PS • Staff cell group • JEDs completed – Informal class visit • Humans Rights Day planning to HODs 	Dawie HODs Gr 12 Mentor
12 March 2024, Tuesday	<ul style="list-style-type: none"> • TEST 8 	HODs

	<ul style="list-style-type: none"> Marks on D6 (Test 1-7) 	Subject teachers
13 March 2024, Wednesday	<ul style="list-style-type: none"> Birthday: Gary Rich Assembly HS Marks on D6 Play rehearsals Geo/History and Life Sciences outing Gr 10-12 	Subject teachers Andrea Ashley and TK
14 March 2024, Thursday	<ul style="list-style-type: none"> TEST 9 Marks on D6 Visual Screening (TBC) Easter Service planning to staff 	HODs Subject Teachers Engela/Colla HODs
15 March 2024, Friday	<ul style="list-style-type: none"> Tuckshop Fundraising: Gr. 7 ALL SBA MARKS TO BE ON D6 Test 7-8 marks to Mr D and loaded on D6 Print stickers for report envelopes 	Gr 7 Mentor Subject Teachers Natalie
16 March 2024, Saturday	<ul style="list-style-type: none"> 	
17 March 2024, Sunday	<ul style="list-style-type: none"> 	
Week 10		
18 March 2023, Monday	<ul style="list-style-type: none"> TEST 10 – Test series ends Textbook reviews done – if a new textbook Printing GR R books for term 2 Vote for term 2 head leaders IRP Expo Proposals in Planning for term 2 to be completed Test 9 marks on D6 	Subject teachers Subject teachers Engela Dawie/Cheries TK/Raymond All subject teachers
19 March 2024, Tuesday	<ul style="list-style-type: none"> Birthday: Agnes Molubi Test 10 marks on D6. Reports finalised. Printing and checking. Mr/Miss XPS and Fashion-show 	HODs FUN Com
20 March 2024, Wednesday	<ul style="list-style-type: none"> Reports printed for checking and correcting, mentor comments. Break @ 8:30 – 8:50. 	Subject teachers

	<ul style="list-style-type: none"> • Report Cards handed out. • Assembly @ 9:15 • Final Assembly and Human Rights and Easter Celebrations • Learner support forms finalised • SCHOOL CLOSES 10am. • Final reports printed • Staff 11am. 	<p>Mr D/Gr 12s</p> <p>Subject Teachers</p> <p>HOD's</p>
21 March 2024, Thursday	Human Rights Day	
29 March 2024	EASTER WEEKEND	
1 April 2024, Monday	EASTER WEEKEND Birthdays: Marjohande Rademeyer Hermien van der Merwe	

	• TERM 2	
	Week 1	
2 April 2024, Tuesday	<ul style="list-style-type: none"> • Admin staff at school: 07:00 • Morning meeting: 08:00 • SMT meeting: 08:15 – 09:15 • LMT meeting: 09:15 – 10:15 • Staff investment: 10:30 – 12:45 • Staff Meeting: 13:00 – 14:30 • Final reports for signing 	 <p>Mr D</p> <p>HOD's</p>
3 April 2024, Wednesday	<ul style="list-style-type: none"> • SCHOOL OPENS for TERM 2 • Assembly (combined) • Gr. 7 leaders announced for heads Term 2 • Sunshine Fund Due • Exam and Exercise Book control timetables finalised • Exam timetable finalised • Preschool meeting @ 14:00 with Mr D • Rehearsals @ 14:30 • Sport programme commences • Academic Forum Reports to Phillip 	<p>Mr De Bruyn</p> <p>Cheries/Dawie</p> <p>Lizl</p> <p>HODs</p> <p>Teachers</p> <p>HODs</p> <p>Mr D/Engela</p> <p>Andrea</p> <p>Johan/Ankya</p> <p>HODs</p>
4 April 2024, Thursday	<ul style="list-style-type: none"> • Sports practise commences 	Ankya and Johan
5 April 2024 Friday	<ul style="list-style-type: none"> • Hand out Term 1 reports 	Mentor Teachers
6 April 2024, Saturday	Young Filmmakers Workshop @ ST Alban's Gr 10-12 Dramatics Arts students	Andrea
7 April 2024, Sunday	Young Filmmakers Workshop @ ST Alban's Gr 10-12 Dramatics Arts students	Andrea
	Week 2	
8 April 2024, Monday	<ul style="list-style-type: none"> • Hearing screening Gr. R - 3 • Freedom Day celebrations planning handed in at HOD and practice • Worker's Day celebrations planning handed in at HOD and practices 	<p>Colla & Engela</p> <p>Gr. 7 mentors</p> <p>Gr. 11 mentor</p>
9 April 2024, Tuesday	<ul style="list-style-type: none"> • Netball and soccer practices • Academic Forum Meeting @ 2pm 	<p>Coaches</p> <p>HODs</p>
10 April 2024, Wednesday	<ul style="list-style-type: none"> • CONCERT PRACTICE – GR 4-7 	HODs and ALL mentor teachers

	<ul style="list-style-type: none"> • Play Rehearsal – 14:30 	Andrea
11 April 2024, Thursday	<ul style="list-style-type: none"> • Netball & soccer practices 	Coaches
12 April 2024, Friday	<ul style="list-style-type: none"> • Fundraiser: Gr. 7 • Gr. RRR – 3 Creativity afternoon 	Gr 7 Mentors Elandri
13 April 2024, Saturday		
14 April 2024, Sunday		
Week 3		
15 April 2024, Monday	<ul style="list-style-type: none"> • PS Assembly: • Uniform inspection • Gr. 4 - 12 Afrikaans Redenaars in classes • Staff cell group • 1 Act play – final rehearsal • Ascension Day planning • Prayer meeting: parents and preschool staff 	HODs Afr. Teachers Celeste Andrea HODs Jessica
16 April 2024, Tuesday	<ul style="list-style-type: none"> • Gr. 4 - 12 Afrikaans Redenaars in classes • 1 Act play – final performance 	Afr. Teachers Andrea/Riana
17 April 2024, Wednesday	<ul style="list-style-type: none"> • Gr. 4 - 12 Afrikaans Redenaars in classes • Concert practice – gr. R – 7 	Afr. teachers Marissa and Team
18 April 2024, Thursday	<ul style="list-style-type: none"> • 	
19 April 2024, Friday	<ul style="list-style-type: none"> • 	
20 April 2024, Saturday		
21 April 2024, Sunday		
Week 4		
22 April 2024, Monday	<ul style="list-style-type: none"> • Primary School Assembly 	
23 April 2024, Tuesday	<ul style="list-style-type: none"> • Foundation Phase Public Speaking in classes • Gr. 4 – 12 Afrikaans Redenaars in classes (finalised) 	Mentor teachers Afrikaans teachers

	<ul style="list-style-type: none"> • Delimitations for exams to moderators • Book control (2) • Netball & soccer practices 	<p>All subject teachers HODs Johan & Ankya</p>
24 April 2024, Wednesday	<ul style="list-style-type: none"> • High School Assembly • Foundation Phase Public Speaking in classes • Book control (2) • Concert practice – Gr 4 – 7 	<p>Mentor teachers HODs Marissa</p>
25 April 2024, Thursday	<ul style="list-style-type: none"> • Passion and outreach week planning meeting • Foundation Phase Public Speaking in classes • Delimitations back to teachers to correct • Book control (2) • Ascension Day Celebrations – planning 	<p>Celeste and Gerda Mentor teachers HODs HODs SMT</p>
26 April 2024, Friday	<p>Birthday: Annah Sefala</p> <ul style="list-style-type: none"> • Foundation phase Public Speaking in classes • All delims to HODs (hardcopy and email) • Preschool Mommy Day • Fundraisers: Gr. 11 & 12 • Book Control (2) 	<p>Mentor teachers All subject teachers Engela Gr 11 & 12 Com HODs</p>
27 April 2024, Saturday	FREEDOM DAY	
28 April 2024, Sunday		
Week 5		
29 April 2024, Monday	<ul style="list-style-type: none"> • Birthday: Clareece Lessing • Combined Assembly: Freedom Day & Workers Day Celebrations • Gr. 4 - 12 IRP EXPO in classes • Public Speaking GALA evening (Eng & Afr) Gr. 8 – 12 	<p>Gr 7 Freedom, Gr 11 Worker's TK/Raymond Gerda/Mavoreen/Nina</p>

	Book control (2)	HODs
30 April 2024, Tuesday	<ul style="list-style-type: none"> Gr. 4 - 12 IRP EXPO in classes Public Speaking GALA evening Gr. 4 – 7 (Eng & Afr) Netball and soccer practices Book control (2) 	TK/Raymond Cheries/Hermien/Belinda/Jeanelle Johan & Ankya HODs
1 May 2024, Wednesday	<ul style="list-style-type: none"> WORKER'S DAY – PUBLIC HOLIDAY 	
2 May 2024, Thursday	<ul style="list-style-type: none"> Gr. 4 - 12 IRP EXPO in classes Concert practice – Gr. 4 - 7 Social Science exhibition in the auditorium Netball and soccer practices Book control (2) 	TK/Raymond Marissa Gr 4-7 Ashley/Dawie/Mercia Ankya/Johan HODs
3 May 2024, Friday	<ul style="list-style-type: none"> Gr. 4 - 12 IRP EXPO in classes Book control(2) 	TK/Raymond HODS
4 May 2024, Saturday	Birthday: Andrea Zorab	
5 May 2024, Sunday	<ul style="list-style-type: none"> Birthday: Jani Voges Slipper Day Reach for a Dream 	Gr 9 Mentors
Week 6		
6 May 2024, Monday	<ul style="list-style-type: none"> All delims to moderators Passion week and outreach planning due to HODs 	Subject teachers Celeste and Gerda
7 May 2024, Tuesday	<ul style="list-style-type: none"> Netball & soccer practices Foundation Phase Public Speaking Gala evening Emergency Drill 	Johan/Ankya Nadia and Marjohande Charne
8 May 2024, Wednesday	 Birthday: Phillip de Bruyn	
	<ul style="list-style-type: none"> Concert practice – Gr. 4 – 7 Delims back to subject teachers 	Marissa and Team
9 May 2024, Thursday	<ul style="list-style-type: none"> Ascension Day Celebration Netball & soccer practices 	SMT Johan/Ankya
10 May 2024, Friday	<ul style="list-style-type: none"> Birthday: Petunia Phetla 	

	<ul style="list-style-type: none"> Final delims to HOD's to create delim booklet Gr 4-9 HS Soccer Camp @ JARU u/15, u/17, u/19 	<p>HODs</p> <p>Johan and coaches</p>
11 May 2024, Saturday	<ul style="list-style-type: none"> Mother and Daughter Event HS Soccer Camp @ JARU u/15, u/17, u/19 	<p>FUN COMM</p> <p>Johan and coaches</p>
12 May 2024, Sunday	<ul style="list-style-type: none"> Birthday: Marissa Botha Mother's Day HS Soccer Camp @ JARU u/15, u/17, u/19 	<p>Johan and coaches</p>
Week 7		
13 May 2024, Monday	<ul style="list-style-type: none"> Birthday: Mea Engelbrecht All examination documentation (exam papers, memorandums, assessment framework, etc) for week 1 to 3 moderators Delims to learners Passion for People & Service and outreaches planning to staff Gr. 4 – 11 IRP Gala-Exhibition 	<p>Subject teachers</p> <p>HODs</p> <p>Celeste and Gerda</p> <p>TK/Raymond</p>
14 May 2024, Tuesday	<ul style="list-style-type: none"> Birthday: Miranda Pretorius Netball & soccer practices Gr. 4 – 11 IRP Gala-Exhibition Rocking the Future @ 11am to 2pm, Gr 11 and 12 	<p>Coaches</p> <p>TK/Raymond</p> <p>Andrea</p>
15 May 2024, Wednesday	<ul style="list-style-type: none"> Birthday: Francina Semowa Concert practice – Gr. 4 – 7 Gr 8 and 9 Theme Evening rehearsal 2-4pm 	<p>Marissa and Team</p> <p>Andrea</p>
16 May 2024, Thursday	<ul style="list-style-type: none"> Sport practices Executive Forum Meeting in person @ 2pm @ Faerie Glen 	<p>Johan & Ankya</p> <p>HODs</p>
17 May 2024, Friday	<ul style="list-style-type: none"> Pajama Day Fundraiser and High School Social PS Soccer camp @ JARU 	<p>Gr 11 Comm</p> <p>Johan and coaches</p>

	u/11 and u/13	
18 May 2024, Saturday	<ul style="list-style-type: none"> PS Soccer camp @ JARU u/11 and u/13	Johan and coaches
19 May 2024, Sunday	<ul style="list-style-type: none"> PS Soccer camp @ JARU u/11 and u/13	Johan and coaches
Week 8		
20 May 2024, Monday	<ul style="list-style-type: none"> All examination documentation (exam papers, memorandums, assessment framework, etc.) back to subject teachers, correct and get signed off Gr 4-7 Theme Evening Rehearsal, 2-4pm Passion and Outreach week Staff cell group Gr 8-9 Theme Evening 	All subject teacher Elna Celeste and Gerda Roland Andrea
21 May 2024, Tuesday	<ul style="list-style-type: none"> Gr 4-7 Theme Evening Sport practices 	Elna Johan & Ankya
22 May 2024, Wednesday	<ul style="list-style-type: none"> Passion and Outreach week 	Celeste/Gerda
23 May 2024, Thursday	<ul style="list-style-type: none"> Passion and Outreach Week Sports Practise 	Celeste/Gerda Johan and Ankya
24 May 2024, Friday	<ul style="list-style-type: none"> Passion and Outreach week Exams for week 1 in server room 	Celeste/Gerda
25 May 2024, Saturday		
26 May 2024, Sunday		
Week 9		
27 May 2024, Monday	<ul style="list-style-type: none"> EXAMS GR 4-12 Begin Creative Writing Grades & School Prospectuses, Stationary lists and content of Information packs 2025 handed out to be checked 	HODs Mr D/Lizl/HODs
28 May 2024, Tuesday	<ul style="list-style-type: none"> EXAMS GR 4-12 	HODs Johan/Ankya

	<ul style="list-style-type: none"> • Pre-season cross-country, cricket and hockey. • PIT Productions 12pm Gr 11 and 12 English and Drama 	Andrea/Nina
29 May 2024, Wednesday	<ul style="list-style-type: none"> • EXAMS GR 4-12 	HODs
30 May 2024, Thursday	<ul style="list-style-type: none"> • Birthday: Jeanelle de Beer Raymond Sebola • EXAMS: Gr 4-12 • Sports Practises 	HODs Johan/Ankya
31 May 2024, Friday	<ul style="list-style-type: none"> • Exam: Gr. 4 – 12 • Exams for week 2 in server room 	HODs
1 June 2024, Saturday		
2 June 2024, Sunday		
Week 10		
3 June 2024, Monday	<ul style="list-style-type: none"> • Birthday: Gibson Munzhelele • Exam: Gr. 4 – 12 • Marks in for week 1 to Mr D • Youth Day Celebrations at HOD • Letter for Harties Arts Festival Entries 	HODs Mr D GR 6s Andrea/Cheries
4 June 2024, Tuesday	<ul style="list-style-type: none"> • Exam: Gr. 4 – 12 • Marked papers with averages to Mr D • Excel marksheets to Mr D to be signed off 	HODs Subject teachers Subject teachers
5 June 2024, Wednesday	<ul style="list-style-type: none"> • Exam: Gr. 4 – 12 • Teachways AI Hackathon 8-3:45pm 	HODs IEB received from
6 June 2024, Thursday	<ul style="list-style-type: none"> • Exam: Gr 4-12 	
7 June 2024, Friday	<ul style="list-style-type: none"> • Exam: Gr 4-12 • Marks in to Mr D • Exams for week 3 in server room • ALL SBA MARKS ON D6. EXAMS FROM WEEK 1 on D6 	
8 June 2024, Saturday	<ul style="list-style-type: none"> • Birthday: Ashley Laubscher 	
9 June 2024, Sunday		
Week 11		

<p>10 June 2024, Monday</p>	<ul style="list-style-type: none"> • EXAMS GR 4-12 • All Exam marks on D6 by 08:00 for the exam week 2 • Textbook reviews for term 2 to be done if new textbook • Gr. R books printed for term 3 (between breaks) • All Planning (including assessment planning and assessment tasks) handed in for Term 3 • Print stickers for report envelopes 	<p>Mentor teachers</p> <p>All teachers</p> <p>Gr. R teachers</p> <p>All subjects to HOD/Subj Heads</p> <p>Natalie</p>
<p>11 June 2024 Tuesday</p>	<ul style="list-style-type: none"> • Birthday: Pamela Robertson • Tshepo DD • EXAMS gr 4-12 • All marks on D6, exams written today must be on by tomorrow. • Gr. R printed for Term 3 (between breaks) • Sport practices 	<p>Engela/Marlie</p> <p>Johan & Ankya</p>
<p>12 June 2024, Wednesday</p>	<ul style="list-style-type: none"> • EXAMS gr 4-12 END • Gr. R books printed for Term 3 (between breaks) • Mark sheets to teacher for general comments • Mentor File Remarks on D6, check • World View Day - Gr 12 after exam • Support letter to be printed and handed out with report cards • SSF Auditions (High School) 	<p>Engela/Marlie</p> <p>Subject Teachers</p> <p>HOD's</p> <p>Andrea</p> <p>Mentor teachers</p> <p>Andrea</p>
<p>13 June 2024, Thursday</p>	<ul style="list-style-type: none"> • Vote for Gr. 7 Head Leaders for term 3 • All photos and info of sport, culture, eco school etc. for Term 2 events emailed to Natalie. • Final report printed and checked and signed 	<p>Dawie/Cheries</p> <p>Johan/Ankya/ Andrea/Natalie</p> <p>HODs, Mr D and mentors</p>

	<ul style="list-style-type: none"> • Print promotion schedules/marks discussions • All planning for term 3 due • Pre-School visit Ennis Thabong • Gr. R books printed for term 3 (between breaks) • Learner support forms completed • Textbook reviews handed in hardcopy at HODs • Inter House Cross-Country Event (During school hours) • Food court and cool drinks 	<p>HODs</p> <p>Engela</p> <p>Engela</p> <p>Mentor teachers</p> <p>All teachers</p> <p>Ankya</p> <p>FUN Com</p>
14 June 2024, Friday	<ul style="list-style-type: none"> • Final Day for entries for Harties Arts Festival (Artworks due in 19 July at GHS) • All registers checked • Subject Learner Support letter in report envelopes and Parent evening info • ALL FINAL MARKS ON D6, mentor comments, print reports for checking • Break @ 8:30 – 8:50. • Assembly @ 9:15 • Youth Day Celebrations <p>School closes for Term 2 @ 10:00</p> <p>School closes for teachers @ 11:30</p> <ul style="list-style-type: none"> • All Gr. R workbooks for Term 3 completed • All photos and info of all events for term 3 emailed to Natalie. • Grade & School Prospectus, Stationery lists and content of Information packs 2025 handed to HODs to be finalised 	<p>Andrea</p> <p>Pamela</p> <p>Mentor teachers</p> <p>Mentor teachers</p> <p>Mr D</p> <p>Gr 6s</p> <p>Engela</p> <p>Natalie</p> <p>Natalie/Lizl</p>
15 June 2024, Friday		

16 June 2024, Sunday	YOUTH DAY	
17 June 2024, Monday	PUBLIC HOLIDAY	
27 June	Birthday: Nadia Schoonraad	
4 July	Birthday: Andries Sekhoto	
TERM 3		
06 July 2024, Tuesday	Birthday Cheries Nolte	
07 July 2024, Thursday		
Week 1		
08 July 2024, Monday	<ul style="list-style-type: none"> • Admin staff at school: 07:00 • Morning meeting: 08:00 • SMT meeting: 08:15 – 09:15 • LMT meeting: 09:15 – 10:15 • Staff investment: 10:30 – 12:45 • Staff meeting: 13:00 – 14:30 • Reports for signing 	} Mr D
09 July 2024, Tuesday	<ul style="list-style-type: none"> • School starts for Term 3 • Assembly - Combined • Gr. 7 Head Leaders announced for Term 3 • Test & Book control Timetables finalised • Sunshine Fund due • Sports practises commence 	All learners/staff Mr. D Dawie/Cheries HODs Lizl Ankya/Johan
10 July 2024, Wednesday	<ul style="list-style-type: none"> • Gr. 6 & 9 camps – finalised (bus bookings, letters to parents, etc.) • SSF Read Through @ 2:15pm • Academic Forum Reports to Phillip 	Gr. 6 & 9 mentor Teachers and Lizl Andrea HODs
11 July 2024, Thursday	<ul style="list-style-type: none"> • Preschool visits Ennis Thabong 	Engela All teachers

	<ul style="list-style-type: none"> Teacher/Parent consultation - auditorium @ 18:30 	
12 July 2024, Friday	<ul style="list-style-type: none"> Gr. 11: application (CV) forms for leadership 2024/2025 PS Cross Country 1 Hand out reports 	<p>Gerda/Raymond/Nina</p> <p>Ankya</p> <p>Mentor Teachers</p>
13 July 2024, Saturday	<ul style="list-style-type: none"> 	
14 July 2024 Sunday		
Week 2		
15 July 2024, Monday	<ul style="list-style-type: none"> Assembly PS Uniform inspection: Gr. 1 – 12 Term 3 Assessment Planning (Gr 1 – 11) to learners and parents Passion for Nations planning meeting @ break Concert practices – every day after 2nd break (until week before concert) Prayer meeting: parents and primary school staff (Gr 7 leaders to attend) Go Cart Letters to go Home 	<p>HODs</p> <p>All teachers</p> <p>Ashley/Edmore</p> <p>Marissa & technical team</p> <p>Dawie</p> <p>Natalie</p>
16 July 2024, Tuesday	<ul style="list-style-type: none"> Gr. 9 Subject Choice evening 18:00 – 18:30 Personal Growth meetings to begin and file control Women’s Day Celebrations planning at HODs Sport practice commences for hockey, cricket and cross country (Primary School) Academic Forum Meeting 	<p>Andrea/Nina</p> <p>HODs</p> <p>Gr. 9 mentors</p> <p>Coaches</p> <p>SMT</p>
17 July 2024, Wednesday	<ul style="list-style-type: none"> High School Assembly Arts Festival entries due in – must be at GHS by 19 July 	

	<ul style="list-style-type: none"> • SSF practice • Preschool meeting with Mr D @ 14:00 • HS Cross-country TBC 1 	<p>Andrea</p> <p>Engela/Mr D</p> <p>Ankya/Johan</p>
18 July 2024, Thursday	<ul style="list-style-type: none"> • Birthday: Annikie • Sport practice commences for hockey, cricket and cross country (High School) 	Johan & Ankya
19 July 2024, Friday	<ul style="list-style-type: none"> • Science Expo: Madibeng District Round (tbc) • Gr. 4 – 12 English Spellathon • Cross-Country TBC 2 • Oats and Milk for Ennis Thabong • All Sport & Culture Information Term 2 on system (Sport/culture for certificates – Term 1 & 2 finalised) – emailed to Mr De Bruyn • Grade & School Prospectuses, stationery lists and content of information packs for 2025 finalised. • Governance planning weekend - SMT 	<p>TK/Raymond</p> <p>English teachers</p> <p>Ankya</p> <p>Yeukai/Marjohande</p> <p>Johan/Ankya/ Andrea</p> <p>Lizl</p>
20 July 2024, Saturday	Governance Planning Weekend – SMT	
21 July 2024, Sunday		
Week 3		
22 July 2024, Monday	<ul style="list-style-type: none"> • Birthday Rosinah Seanego (DD) • Gr. 11: CV's for leadership manifest on notice board • Staff cell group – movie afternoon 	Gerda
23 July 2024, Tuesday	<ul style="list-style-type: none"> • Inter-house Public Speaking/Debating evening 	Celeste
24 July 2024, Wednesday	<ul style="list-style-type: none"> • Assembly: HS • SSF rehearsal • Harties Arts Festival Starts • HS Cross-country TBC 2 	<p>Andrea</p> <p>Ankya/Johan</p>

25 July 2024, Thursday	<ul style="list-style-type: none"> • Planning for Passion for Nations and outreach handed in for approval 	Ashley and Edmore
26 July 2024, Friday	<ul style="list-style-type: none"> • Gr. 4 - 7 English Spellathon • Fundraiser: Gr. 7 • Cross-Country TBC 3 • Grade & School Prospectuses, stationery lists and content of information packs 2024 finalised 	Cheries/Mavoreen Gr. 7 Mentors Ankya Mr. D/Lizl & HODs
27 July 2024, Saturday		
28 July 2024, Sunday		
Week 4		
29 July 2024, Monday	<ul style="list-style-type: none"> • Assembly: PS 	9
30 July 2024, Tuesday	<ul style="list-style-type: none"> • Sport practices 	Coaches
31 July 2024, Wednesday	<ul style="list-style-type: none"> • Assembly: HS • HS Cross country TBC 3 • SSF Rehearsal 	Ankya/Johan Andrea
01 August 2024, Thursday	<ul style="list-style-type: none"> • Interviews: Gr. 11 leader applications • Sport practices 	Gerda/XPS mentors Coaches
02 August 2024, Friday	<ul style="list-style-type: none"> • Science Expo: Regional Round (tbc) • PS Cross Country TBC 4 	TK/Raymond Ankya
03 August 2024, Saturday	Harties Arts Festival ends	
04 August 2024, Sunday		
Week 5		
05 August 2024, Monday	<ul style="list-style-type: none"> • No assembly as the assembly is on Wed 	
06 August 2024, Tuesday	<ul style="list-style-type: none"> • Birthday: Cecilia Stapelberg • Uniform Inspection • Book control (3) • Sport practices 	HODs HODs/Subject H Coaches
07 August 2024, Wednesday	<ul style="list-style-type: none"> • Combined Assembly • Book control (3) • SSF rehearsals • HS Cross Country TBC 4 	Gr 9s Women's Day HODs/Subject H Andrea Ankya

08 August 2024, Thursday	<ul style="list-style-type: none"> • Book control (3) • Inter-schools Public Speaking 	HODs/Subject H Gerda/Mavoreen
09 August 2024 , Friday	<ul style="list-style-type: none"> • Women's Day – Public Holiday 	HODs/Subject H
10 August 2024, Saturday		
11 August 2024, Sunday		
Week 6		
12 August 2024, Monday	<ul style="list-style-type: none"> • Passion for Nations and Outreach week • Announce new Leaders High School 2025 • Book Control (3) 	Ashley & Edmore Gerda/Raymond/NIna
13 August 2024, Tuesday	<ul style="list-style-type: none"> • Passions for Nations and Outreach week • TEST 1 • Book Control (3) 	Ashley and Edmore
14 August 2024, Wednesday	<ul style="list-style-type: none"> • Passion for Nations and Outreach week • SSF Rehearsals • Book Control (3) • Emergency Drill 	Ashley and Edmore Andrea HODs Charne
15 August 2024, Thursday	<ul style="list-style-type: none"> • TEST 2 • Passion for Nations and Outreach Week • Aptitude tests – Gr. 9 • Inauguration of new high school leaders 	Ashley and Edmore Nina XPS Leaders Com
16 August 2024, Friday	<ul style="list-style-type: none"> • Passion for Nations and outreach Week • Spellathon: Afrikaans (Gr. 4 – 12) • Civvies Day • Preschool Concert (Gr RRRR – R) 	Ashley and Edmore Afr. teachers FUN Comm Engela
17 August 2024, Saturday	<ul style="list-style-type: none"> • Cross-Country AGN – HS Waterkloof • Preschool concert (Gr RRRR – R) 	Ankya Engela

18 August 2024, Sunday		
Week 7		
19 August 2024, Monday	<ul style="list-style-type: none"> • Birthday: Annikie Mogoru • Gr. 12 Prelims Begin • Concert: Final Dress Rehearsals • Prayer evening: parents and preschool staff 	Andrea Marissa Elandri
20 August 2024, Tuesday	<ul style="list-style-type: none"> • TEST 3 • Gr. 12 Prelims • Concert: Gr 4 – 7 	Andrea Marissa
21 August 2024, Wednesday	<ul style="list-style-type: none"> • Gr. 12 Prelims • Primary school Cross Country • Concert: Gr 4 – 7 • SSF Rehearsals 	Andrea Ankya Marissa Andrea
22 August 2024, Thursday	<ul style="list-style-type: none"> • TEST 4 • Gr. 12 Prelims • Re-registration forms ready to copy • Gr. 11 High School Social planning meeting (Elect for new grade 10s) 2nd Break • Concert: Gr 4 – 7 	Andrea Lizl Marissa
23 August 2024, Friday	<ul style="list-style-type: none"> • Birthday Lizl Venter • Gr. 12 Prelims • Entrepreneurs Day: Gr. 7 • Renewal and withdrawal form to go out to parents 	Andrea Edmore Natalie
24 August 2024, Saturday		
25 August 2024, Sunday		
Week 8		
26 August 2024, Monday	<ul style="list-style-type: none"> • Assembly: PS • Gr. 12 Prelims • Re-registration forms to parents • Staff cell group • Gr 6 and 9 camps final checklists 	Andrea Lizl Mr D HODs and mentors


27 August 2024, Tuesday	<ul style="list-style-type: none"> • Birthday: Dawie De Beer • Julia Laka • TEST 5 • Gr. 12 Prelims 	Andrea
28 August 2024, Wednesday	<ul style="list-style-type: none"> • Assembly : HS • Gr. 12 Prelims • Marked papers with averages to Mr D • SSF practice 	Andrea Subject teachers Andrea
29 August 2024, Thursday	<ul style="list-style-type: none"> • TEST 6 • Gr. 12 Prelims • Marked papers with averages to Mr D 	Andrea Subject teachers
30 August 2024, Friday	<ul style="list-style-type: none"> • Gr. 12 Prelims • Vote for Head Leaders (Gr. 8 – 12) • Marked papers with averages to Mr D • Gr. 4-7 dress rehearsal 	Andrea Gerda Subject teachers Marissa
31 August 2024, Saturday		
1 September 2024, Sunday	<ul style="list-style-type: none"> • Birthday: Takusani Mphalela 	
Week 9		
2 September 2024, Monday	<ul style="list-style-type: none"> • Assembly PS • Uniform Inspection • School Readiness tests • Gr. 12 IEB Oral moderation (TBC) • Gr. 12 Prelims • Marked papers with averages to Mr D • Heritage Day celebrations planning to HODs • Conquesta commences (TBC) 	HODs Engela Gerda/Nina Andrea Subject teachers Gr. 4 mentors Marissa/Riana
3 September 2024, Tuesday	<ul style="list-style-type: none"> • TEST 7 • Gr. 12 Prelims • Marked papers with averages to Mr D 	Andrea Subject teachers

	<ul style="list-style-type: none"> Gr. 12 IEB Oral moderation (tbc) Set up meetings with external providers to renew contracts for 2025 (before 20/11) Set up meetings with advertisers (boards) for 2025 	Gerda/Nina Lizl Natalie
4 September 2024, Wednesday	<p>Secretary's Day</p> <p>High school assembly</p> <ul style="list-style-type: none"> Gr. 12 Prelims Marked papers with averages to Mr D Excel marksheets to Mr D to be signed off SSF Rehearsal 	Andrea Subject teachers Subject teachers Andrea
5 September 2024, Thursday	<ul style="list-style-type: none"> TEST 8 Gr. 12 Prelims Marked papers with averages to Mr D Excel marksheets to Mr D to be signed off Gr 1 - 7 Photo Day – start with younger grades as test series. Executive Forum at 2pm @ XPS 	Andrea Subject teachers Subject teachers HODs HODs
6 September 2024, Friday	<ul style="list-style-type: none"> Gr. RRR – R Grandparents' Day Gr. 12 Prelims ends Marked papers with averages to Mr D Excel marksheets to Mr D to be signed off Gr. 2 - 3 English Spellathon Tuckshop Fundraiser: Gr. 7 Re-registration for 2025 closes Spring Ball – Gr. 8 – 12 High School Photo Day ALL SBA AND TEST 1-7 marks on D6 	Engela Andrea Subject teachers Subject teachers Charné Gr 7 Mentor Lizl Gr. 10/11s comm HODs All subject teachers
7 September 2024, Saturday	<ul style="list-style-type: none"> Cross-country SA's @ Vaal Triangle 	Ankya
8 September 2024, Sunday	<ul style="list-style-type: none"> Birthday – Natalie Rich 	

Week 10		
9 September 2024, Monday	<ul style="list-style-type: none"> • TEST 8 • Character certificates (ready after holiday, must be completed) • Gr. R books printed between breaks • Textbook reviews for term 3 to be done • School readiness tests • Prepare for Heritage Day celebrations – Gr. 4 • Print stickers for report envelopes 	<p>All teachers</p> <p>Engela</p> <p>All staff</p> <p>Engela</p> <p>Mentors</p> <p>Lizl</p>
10 September 2023, Tuesday	<ul style="list-style-type: none"> • TEST 9 • Gr. R books printed between breaks • School readiness tests • Gr. 4-7 concert in auditorium • Gr. 6 and Gr. 9 camp final arrangements confirmed 	<p>Engela</p> <p>Engela</p> <p>Marissa</p> <p>Gr. 6 & 9 Mentors</p>
11 September 2024, Wednesday	<ul style="list-style-type: none"> • TEST 10 • School readiness tests • All planning for term 3 (lesson plans, term planning, assessment plans) handed in at subject heads/HODs • All photos and info of sport, culture, eco school etc. for Term 3 events emailed to Natalie. • Gr. R books printed between breaks • Final reports printed and signed • Vote for final head leaders – Term 4 • Subject Learner support letters printed and ready to put in report card envelopes 	<p>Engela</p> <p>HODs</p> <p>Natalie</p> <p>Engela</p> <p>HODs</p> <p>Dawie/Cheries</p> <p>Mentor teachers</p>
12 September 2024, Thursday	<ul style="list-style-type: none"> • Test 8-10 on D6 by 08:00 • Marks printed to be checked and corrected • Promotion schedules printed 	<p>Subject teachers</p> <p>HODs</p>

	<ul style="list-style-type: none"> • Marks discussions • Marks printed – teachers to enter comments D6 and do mentor comments • Go Cart Day • School readiness tests • Textbook reviews handed in hardcopy to HODs • Reports and Support Letters in envelopes • Learner support forms completed • Textbooks for 2025 finalised • External Service Providers for 2025 agreements finalised. • Cupcakes for CANSA – Spreading Hope • Matric Farewell 	<p>Engela</p> <p>All teachers</p> <p>All subject teachers</p> <p>Ashley</p> <p>Lizl/Natalie</p> <p>Spreading Hope Donation</p> <p>Matric Comm</p>
13 September 2024, Friday	<ul style="list-style-type: none"> • School Closes for term 3 • All attendance registers checked • Break @ 8:30 – 8:50. • Assembly @ 9:15 • Heritage Day celebrations • School closes for Term 3 @ 10:00 • Teachers 11:30am 	<p>Pamela</p> <p>Mr De Bruyn</p> <p>Gr. 4s</p>
14 September 2024, Saturday	<ul style="list-style-type: none"> • Birthday: Roland Schoonraad 	
15 September 2024, Sunday	<ul style="list-style-type: none"> • 	
16 September 2024, Monday	<ul style="list-style-type: none"> • 	
17 September 2024, Tuesday	<ul style="list-style-type: none"> • 	
18 September 2024, Wednesday	<ul style="list-style-type: none"> • Birthday: Solomon Maswanganyi 	
19 September 2024, Thursday		

20 September 2024, Friday	• Birthday: Jessica Mori	
21 September 2024, Sunday	Heritage Day	
28 September	Birthday Nina dos Santos	

29 September 2024	Gr 9 Camp Warthog Inne	
	TERM 4	
	Week 1	
30 September 2024, Monday	<ul style="list-style-type: none"> • Admin staff at school: 07:00 • Morning meeting: 08:00 • SMT meeting: 08:15 – 09:15 • LMT meeting: 09:15 – 10:15 • Staff investment: 10:30 – 12:45 • Staff meeting: 13:00 – 14:30 • Staff Vision Gathering??? • Gr 9s on camp – Warthog Inn • Reports ready for signing 	 <p>Mr D Gr 9 Mentor and male staff Mr D</p>
1 October 2024 Tuesday	<ul style="list-style-type: none"> • Grade 9s on Camp • Learners/teachers return to school for Term 4 • International teacher's day • IEB Final PAT marks in • Assembly • Gr. 7 Head Leaders for term 4 announced • Gr. 12 at school • Exam Timetable finalised • Bible books - Gr. 4 – 7 (and SS books) for 2025 • 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 	<p>Lizl/Natalie</p> <p>Andrea/Riana</p> <p>Mr. D</p> <p>Cheries/Dawie</p> <p>HODs</p> <p>Ankya/Marissa</p> <p>Natalie</p> <p>Mentor teachers</p> <p>Andrea/Gerda/Pamela</p> <p>Andrea</p>

	<ul style="list-style-type: none"> • Book venue for staff function • Grade 12s at school 	Natalie
02 October 2024, Wednesday	<ul style="list-style-type: none"> • Grade 9s return from camp • Teachers set up appointments for parent consultation • Discuss votes for Head leaders • Gr. 12s at school • Gr. 12 certificates: finalised • Preschool meeting with Mr D • Academic Forum Reports to Phillip 	HODs/All teachers Mr. D/HOD's Andrea Engela/Mr D HODs
3 October 2024, Thursday	<ul style="list-style-type: none"> • Birthday: Anky van der Merwe • Gr 12s at school 	
4 October 2024, Friday	<ul style="list-style-type: none"> • Birthday: Marlie van Loggerenberg • Gr. 12: Prizegiving; Valedictory Service and Bell function. • Oats & Milk event • All academic information for certificates for Gr. 1 – 11 gathering • ALL sport, culture, eco school, outside of school activities for Term 1 – 3 info for certificates finalised and emailed to HODs. Letter to go out for external activities • Hand out reports • Gr 6s go on leadership camp 	Andrea HODs Johan/Anky/ Andrea Mentor teachers Dawie/Cheries
5 October 2024, Saturday	<ul style="list-style-type: none"> • International Teacher's Day • Gr 6s on camp 	
6 October 2024, Sunday	<ul style="list-style-type: none"> • Gr 6s on camp 	
Week 2		
7 October 2024, Monday	<ul style="list-style-type: none"> • Birthday: Engela Mori • Grade 6's return from camp • Assembly Primary School • Gr 12s study break 	Dawie and Cheries
8 October 2024, Tuesday	<ul style="list-style-type: none"> • Gr 12s study break • Academic Forum Meeting @ 2pm 	SMT
9 October 2024, Wednesday	<ul style="list-style-type: none"> • Assembly High School • Gr 12s study break 	

10 October 2024, Thursday	<ul style="list-style-type: none"> • Birthday: Gerda Mecchi • Gr 12s study break 	
11 October 2024, Friday	<ul style="list-style-type: none"> • Gr 12s study break 	
12 October 2024, Saturday	<ul style="list-style-type: none"> • Pre-School Concert 	
13 October 2024, Sunday	<ul style="list-style-type: none"> • Birthday – Celeste Momberg 	
Week 3		
14 October 2024, Monday	<ul style="list-style-type: none"> • Book and reading festival/exhibition • Gr 12s study break • 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: Entries from Culture Groups • Culture teachers to hand in who will be performing what at the talent evening. Letters 	Jani/Jeanelle/ Belinda HODs Colla HODs Andrea
15 October 2024, Tuesday	<ul style="list-style-type: none"> • Birthday : Yeukai Nota • Dora Lovedero • Book and Reading Festival • Gr 12s study break 	Jani/Jeanelle and Belinda
16 October 2024, Wednesday	<ul style="list-style-type: none"> • Boss's Day • Uniform inspection after Assembly – Gr. 8 - 11 • IEB Gr. 12 exams BEGIN • Character certificates – finalised • School readiness • Academic Forum meeting – Term 3 marks • Talent Evening Rehearsals 	HOD Andrea Mentor Teachers Engela Mr D Andrea/Riana/Elna
17 October 2024, Thursday	<ul style="list-style-type: none"> • IEB Gr. 12 exams • Print character certificates 	Andrea HODs
18 October 2024, Friday	<ul style="list-style-type: none"> • IEB Gr. 12 exams 	Andrea

19 October 2024, Saturday		
20 October 2024, Sunday		
Week 4		
21 October 2024, Monday	<ul style="list-style-type: none"> • IEB Gr. 12 exams • Information packages to parents • Final rehearsals for Talent Evening • ALL delims Gr. 7 – 9 at moderators in HARDCOPY • Get information for certificates ready for register teachers • Natalie certificate design and layout, include date • Phase Meeting 	Andrea Lizl Andrea/Elna/Riana Andrea Culture, Sports, Academics Natalie HODS and staff
22 October 2024, Tuesday	<ul style="list-style-type: none"> • IEB Gr. 12 exams • Talent Evening and Art Exhibition 	Andrea Andrea/Elna/Riana
23 October 2024, Wednesday	<ul style="list-style-type: none"> • Gr. 4 - 7 Spelling Bee • Gr 8 – 9 Spelling Bee • IEB Gr. 12 exams • ALL delims back to teachers to be corrected 	Cheries/Belinda Mavoreen Andrea Moderators
24 October 2024, Thursday	<ul style="list-style-type: none"> • Birthday Colla de Bruyn • IEB Gr. 12 exams • Register teachers to receive certificate information and load – Culture, sports, academics, school attendance and extra murals. HODs will do top academics and Laurels 	Andrea Register Teachers
25 October 2024, Friday	<ul style="list-style-type: none"> • IEB Gr. 12 exams • 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
26 October 2024, Saturday		
27 October 2024, Sunday		
Week 5		
28 October 2024, Monday	<ul style="list-style-type: none"> • Certificates to HODS/Committee for final checking checking • IEB Gr. 12 exam 	Andrea Marissa

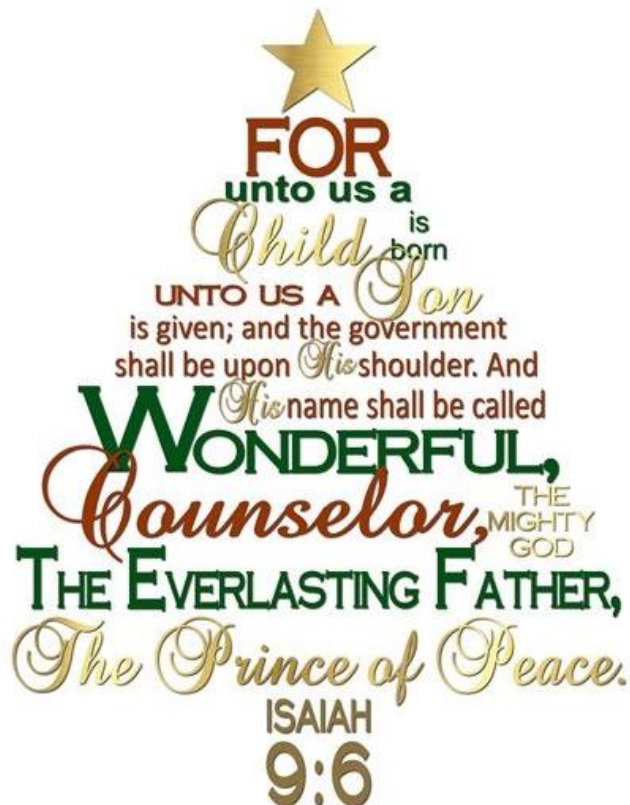
	<ul style="list-style-type: none"> • ALL delims for Gr. 4 – 6 to moderators in HARDCOPY • Gr. 7 – 9 delims to learners/parents • All exam documents (exam papers, memorandums, assessment framework; etc) for week one of exam to moderators • Prayer meeting: All staff, leaders and parents 	<p>Marissa/Andrea Subject teachers</p> <p>Gerda</p>
29 October 2024, Tuesday	<ul style="list-style-type: none"> • IEB Gr. 12 exam • Budget Meeting @ 18:00 Parents 	Andrea
30 October 2024, Wednesday	<ul style="list-style-type: none"> • All IEB SBA marks in • IEB Gr. 12 exam • Gr. 4 – 6 delims back to teachers to correct 	<p>Riana/Andrea</p> <p>Andrea</p> <p>Moderators</p>
31 October 2024, Thursday	<ul style="list-style-type: none"> • IEB Gr. 12 exam • Final Certificates printed for Gr 8-11 • Budget meeting for 2025 with parents 	<p>Mr. D/Andrea</p> <p>Andrea</p> <p>Mr D</p>
01 November 2024, Friday	<ul style="list-style-type: none"> • IEB Gr. 12 exam • Gr. 1 Spellathon • Gr. 2 & 3 Afrikaans Spellathon • ALL Gr. 4 – 6 delims to HOD in hardcopy and email 	<p>Mr. D/Andrea</p> <p>Miranda/Charné</p> <p>Colla</p> <p>Marissa</p>
02 November 2024, Saturday		
03 November 2024, Sunday		
Week 6		
04 November 2024, Monday	<ul style="list-style-type: none"> • 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 13 November) • Practise for crowning evening Gr 8 and 9 • Crowning evening Gr 8 and 9 @ 6:30pm 	<p>Andrea</p> <p>Marissa</p> <p>Subject teachers</p> <p>Natalie</p> <p>Andrea and Gr 8 and 9 Mentors</p>
05 November 2024, Tuesday	<ul style="list-style-type: none"> • IEB Gr. 12 exams • Final certificates printed for Gr 4-7 • Practice run for Crowning Evening – Gr. 10 – 11 	Andrea

	<ul style="list-style-type: none"> • Crowning Evening: Gr. 10 – 11 @ 18:30 	Andrea and Gr 10/11 mentors Mr. D/Andrea
06 November 2024, Wednesday	<ul style="list-style-type: none"> • IEB Gr. 12 exams • Gr. 4 practice for Crowning Evenings • Crowning Evening: Gr. 4 @ 18:00 • Crowning Evening : Gr 5 @ 19:15 	Andrea Cheries/Jani Marissa HOD & Mentors
07 November 2024, Thursday	<ul style="list-style-type: none"> • IEB Gr. 12 exams • Gr. 6 practice for Crowning Evening • Crowning Evening: Gr. 6 @ 18:30 • Gr. RR - R Swimming Gala 	Mr. D/Andrea HOD and Mentors HOD/Gr. 6 mentors Engela
08 November 2024, Friday	<ul style="list-style-type: none"> • IEB Gr. 12 exams • All Stationery Lists for 2025 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 @ 19:00 	Mr. D/Andrea Lizl Engela Charné Natalie Mentors/Parents
09 November 2024, Saturday		
10 November 2024, Sunday		
Week 7		
11 November 2024, Monday	<ul style="list-style-type: none"> • IEB Gr. 12 exams • All exam documents for week three of exam at subject heads/moderators • Gr. 1 and R practice for Crowning Evening • School closes 12 o'clock until end of year • Sport and Culture awards ceremony @ 18:00 in the auditorium - Invite 	Andrea Moderators Engela/Gr. 1 staff Johan/Ankya/Andrea
12 November 2024, Tuesday	<ul style="list-style-type: none"> • IEB Gr. 12 exams • Gr. 1-3 practice for Crowning Evening • Crowning Evening: Gr. Gr. 1 - 3 	Andrea Colla and Team Colla
13 November 2024, Wednesday	<ul style="list-style-type: none"> • IEB Gr. 12 exams 	Andrea

	<ul style="list-style-type: none"> Gr. 4 – 11 Exams BEGIN Pre School practice for crowing evening Crowning Evening: Pre-School @ 18:00 	HODs Engela and Team Mentor Teachers
14 November 2024, Thursday	<ul style="list-style-type: none"> Gr. R Bicycle Day IEB Gr. 12 exams Gr. 4 – 11 Exams Executive Forum Meeting @2pm @ Faerie Glen 	Engela Andrea HODs MT
15 November 2024, Friday	<ul style="list-style-type: none"> IEB Gr. 12 exams Gr. 4 – 11 Exams Gr. R visit Gr. 1 class to meet 2025 teachers Mentor File Remarks to HODs to be checked on D6 	Andrea HODs Miranda/Charné HODs
16 November 2024, Saturday		
17 November 2024, Sunday	•	
Week 8		
18 November 2024, Monday	<ul style="list-style-type: none"> Exam Gr. 4 – 11 IEB Gr. 12 exams 	HODs Andrea
19 November 2024, Tuesday	<ul style="list-style-type: none"> Exam Gr. 4 – 11 IEB Gr. 12 exams 	HODs Andrea
20 November 2024, Wednesday	<ul style="list-style-type: none"> Birthday: Edmore Chinga Exam Gr. 4 – 11 IEB Gr. 12 exams 	HODs Andrea
21 November 2024, Thursday	<ul style="list-style-type: none"> Exam Gr. 4 – 11 IEB Gr. 12 exams 	HODs Andrea
22 November 2024, Friday	<ul style="list-style-type: none"> Exam Gr. 4 – 11 International Stand up to Bullying Day 2 	HODs
23 November 2024, Saturday		
24 November 2024, Sunday	• Birthday: Mirriam Makalela	
Week 9		
25 November 2024, Monday	<ul style="list-style-type: none"> Exam Gr. 4 – 11 Print name stickers for envelopes 	HODs Lizl

	<ul style="list-style-type: none"> Gr. R books printed for term 1 (between breaks) Textbook lists to parents (Gr. 8 – 12 Tablets) 	Engela Ashley
26 November 2024, Tuesday	<ul style="list-style-type: none"> Exam Gr. 4 – 11 Gr. R books printed for term 1 (between breaks) 	HODs Engela
27 November 2024, Wednesday	<ul style="list-style-type: none"> Exam Gr. 4 – 11 Gr. R books printed for Term 1 (between breaks) 	HODs Engela
28 November 2024, Thursday	<ul style="list-style-type: none"> Exam Gr. 4 – 11 Class parties after exams @ 10:00 – 12:00 Gr. R books printed for term 1 (between breaks) 	HODs Mentor teachers Engela
29 November 2024, Friday	<ul style="list-style-type: none"> IEB Exams end Gr. 4 – 11 exam ends Final Assembly Gr. 7 Bell Function @ 10:00 Timetable for 2025 ready, printed and handed to staff. Carols by Candlelight Year-end Function 	HODs Mr D/Mentor Mento and HOD Mr D & Andrea All Staff
30 November 2024, Saturday		
1 December 2024, Sunday		
Week 10		
02 December 2024, Monday	<ul style="list-style-type: none"> All Planning (including assessment planning and assessment tasks) handed in for Term 1 2025 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
03 December 2024, Tuesday	<ul style="list-style-type: none"> Print proof reports and proofread Staff year-end function 	HODs
04 December 2024, Wednesday	<ul style="list-style-type: none"> Final reports printed and signed Duty rosters for 2024 finalised Blue hanging files to be completed 	HODs Nadia Mentor Teachers

05 December 2024, Thursday	<ul style="list-style-type: none"> • Print final report cards • Print final promotion sheets • Blue hanging files signed off • Report cards in envelopes Textbook reviews in hardcopy to HODs	Andrea HODs HODs Mr D All teachers
06 December 2024, Friday	Collection of report cards before 10:00 IEB Marking	Mentor teachers
07 December 2024, Saturday	IEB Marking	
08 December 2024	IEB Marking	
09 December 2024, Sunday	IEB Marking	
10 December 2024, Monday	Teachers at School/IEB Marking	
11 December 2024, Monday	Teachers at School/IEB Marking	
12 December 2024, Wednesday	Teachers at School/IEB Marking	
25 December 2024	Christmas Day	
26 December 2024	Birthday: Charne Fourie Day of Good Will	



BIRTHDAYS

NAME	MONTH	DAY	NAME	MONTH	DAY
	January			September	
Belinda Tarr		08	Takusani Mphaphuli		01
Riana Kruger		17	Natalie Rich		08
Mavoreen Bosman		19	Roland Schoonraad		14
Elna Tolmay		20			
Elandri Kloppers		29	Solomon Maswanganyi		18
	February		Jessica Mori		20
Mercia Nienaber		02	Nina Dos Santos		28
Johan vd Merwe		27		October	
	March		Ankya vd Merwe		03
Amon Samau		05	Marlie Kloppers		04
Gary Rich		13	Engela Mori		07
Agnus Molubi		19	Gerda Mecchi		10
	April		Celeste Momberg		13
Marjohande Rademeyer		01	Yeukai Nota		15
Hermien vd Merwe		01	Dora Lovedero		15
Annah Sefala		26	Colla de Bruyn		24
Clareece Lessing		29			
	May			November	
Andrea Zorab		04	Edmore Chinga		20
Jani Voges		05	Mirriam Makalela		24
Phillip de Bruyn		08			
Pertunia Phetla		10		December	
Marissa Botha		12	Esther Loots		14
Mea Engelbrecht		13	Charné Fourie		26
Miranda Pretorius		14			
Francinah Semowa		18			
Jeanelle de Beer		30			
Raymond Sebola					
	June				
Gibson Munzhelele		03			
Tshepo DD		11			
Ashley Laubscher		08			
Pamela Robertson		11			
Nadia Schoonraad		27			
	July				
Andries Sekhoto		04			
Cheries Nolte		06			
Geena Aftercare		16			
Mignon Heymans		19			
Rosinah Seanego (DD)		22			
	August				
Cecilia Stapelberg		06			
Annikie Mogoru		19			
Lizl Venter		23			
Dawie de Beer		27			
Julia Laka		27			

MAY THE *dreams*
 YOU HOLD DEAREST
 be those 
 WHICH *true*
 COME
 & THE KINDNESS
 YOU SPREAD
 KEEP *returning*
 TO YOU

AGE is merely the
 number of years
 the WORLD
 HAS BEEN
 enjoying
 YOU



Happy Birthday
This day is all about you!
Enjoy every moment and
make new memories with
the people you love.