



Management Plan: Term 2

14 April 2021 - 25 June 2021

Please note- This MP is subject to change RE: COVID-19.

MENTORING FOR 2021			
New Teacher -	MENTOR TEACHER	HOD- MENTOR	SUBJECT HOD
RRb Mrs Haajira Cassim	Maria King	Mrs T Moyo	Foundation Phase
RC Mrs Fiona Marais	Maria King	Mrs T Moyo	Foundation Phase
1B Mrs Cecilia Tosoni- Soinë	Sane Moyo	Mrs T Moyo	Foundation Phase
2A Ms Kerry McGuire	Angie Heine	Mrs C Moyo	Foundation Phase
4A Miss Shabana Rassool	Melusi Sibanda	Mrs Vorster	Intersen Phase
4D Mrs Irene Kampena	Melusi Sibanda	Mrs Vorster	Intersen Phase
5C Mr Richard Mathekga	Prisella Bhebe	Mrs Vorster	Intersen Phase
5D Mrs Mpofo Constance	Prisella Bhebe	Mrs Vorster	Intersen Phase
6B Mr Rudi Rheeders	Katherine Finlay	Mr Mlotshwa	Intersen Phase
6D Mr Nhlanhla Mgobhozi	Rudi Rheeders	Mr Mlotshwa	Intersen Phase
6C Miss Beulah Petersen	Rudi Rheeders	Mrs Vorster	Intersen Phase

GRADE LEADERS AND HOD'S FOR 2021			
Grade	Grade Leader	HOD	Phase
Grade RR and R	Maria King	Mrs T Moyo	Foundation Phase
Grade 1	Sane Moyo	Mrs T Moyo	Foundation Phase
Grade 2	Angie Heine	Mrs C Moyo	Foundation Phase
Grade 3	Isabel Ndebele	Mrs C Moyo	Foundation Phase
Grade 4	Melusi Sibanda	Mrs Vorster	Intersen Phase
Grade 5	Prisella Bhebe	Mrs Vorster	Intersen Phase
Grade 6	Rudi Rheeders	Mr Mlotshwa	Intersen Phase
Grade 7	Katherine Finlay	Mr Mlotshwa	Intersen Phase

Classes for 2021- SUBJECT TO CHANGE					
1.	Room 3	GRADE RRa	King	Maria	Petersen
2.	Room 9	GRADE RRb	Cassim	Haajira	
3.	Room 2	GRADE RA	Booyesen	Letez	
4.	Room 8	GRADE RB	Nelson	Katherine	
5.	Room 11	GRADE RC	Marais	Fiona	
6.	Room 4	GRADE 1A/2E	Moyo	Thembi	
7.	Room 5	GRADE 1B/2F	Tosoni- Soinë	Cecilia	AFRIKAANS
8.	Room 6	GRADE 1C/2G	Moyo	Saneliso	Abed
9.	Room 7	GRADE 1D/2H	Abed	Fatima	AFRIKAANS
10.	Room 13	GRADE 2A/1E	McGuire	Kerry	AFRIKAANS

11.	Room 14	GRADE 2B/1F	Tshongwe	Vainah	
12.	Room 15	GRADE 2C/1G	Heine	Angelique	AFRIKAANS
13.	Room 16	GRADE 2D/1H	Hlongwane	Sibongile	AFRIKAANS
14.	Room 17	GRADE 3A	Moyo	Cinderella	
15.	Room 18	GRADE 3B	Ncube	Tracy	Booyesen
16.	Room 19	GRADE 3C	Ndebele	Isabel	Nelson
17.	Room 20	GRADE 3D	Nkosi	Thando	AFRIKAANS
18.	Room 10	GRADE 3E	Ugochukwu	Geraldine	
19.	Room 35	GRADE 4A	Rassool	Shabana	
20.	Room 34	GRADE 4B	Du Plessis	Charmazelle	
21.	Room 33	GRADE 4C	Sibanda	Melusi	
22.	Room 32	GRADE 4D	Kapena	Irene	
23.	Room 24	GRADE 4E	Petersen	Beulah	and Dion Nkomo
24.	Room 22	GRADE 5A	Bhebhe	Prisella	
25.	Room 23	GRADE 5B	Vorster	Annalene	
26.	Room 25	GRADE 5C	Mathekga	Richard	
27.	Room 26	GRADE 5D	Mpofu	Constance	
28.	Room 24	GRADE 5E	Nkomo	Dion	
29.	Room 27	GRADE 6A	Gwara	Monica	
30.	Room 28	GRADE 6B	Rheeders	Rudi	
31.	Room 29	GRADE 6C	Petersen	Beulah	
32.	Room 12	GRADE 6D	Mgobhozi	Nhlanhla	
33.	Room 30	GRADE 7A	Mlotshwa	Brighton	
34.	Room 31	GRADE 7B	Finlay	Katherine	
35.	Room 1	GRADE 7C	Nengasha	Christabel	
36.	Room 21	GRADE 7D	Dube	Abednigo	



2021 SCHOOL CALENDAR

CityKidz Pre & Primary School 2021 School Calendar (subject to change - still during Covid-19)		
Term 1		
Open	Thursday 14 th January	New Staff Induction
	Friday 15 th January	Stationery hand out
Open	Monday 18 th January – Google Classroom and Google Meets	All staff and Group B learners
	Tuesday 19 th January – Google Classroom and Google Meets	Group A learners
	Monday 01 st February – Platooning timetable	All staff and Group B learners return
	Tuesday 02 nd February – Platooning timetable	Group A learners return
Close	Friday 26 th March	End of Term 1- Close normal time
	Compulsory Saturday Attendance (13th March) Grades RR, R 2, 5, 6	13th March -Parent Meeting all Grades
	Compulsory Saturday Attendance (20th March) Grades 1, 3, 4, 7	20th March -Parent Meeting all Grades
	Total School Days	49 DAYS – 10 WEEKS – 2 Saturday= 51
<i>Sunday 21st March (Human Rights Day) Monday 22nd March Public Holiday</i>		
Term 2		
Open	Wednesday 14 th April– Possible Platooning timetable	Teachers and Group A learners return
	Thursday 15 th April – Possible Platooning timetable	Group B learners return
Close	Friday 25 th June	End of Term 2- Close normal time
	Saturday Attendance -Female teachers	Teenager Tea- Grade 7 girls 17 th April
	Compulsory Saturday Attendance	Parents/Teacher's Day-12 th June
	Compulsory Saturday Attendance	Parents/Teacher's Day-19 th June
	Total School Days	50 DAYS – 10 WEEKS – 3 Saturdays=53
<i>Public Holiday/Long Weekends</i>		
<i>Monday 26th April (Public Holiday) Tuesday 27th April (Freedom Day) Saturday 1st May (Worker's Day)</i>		
<i>Wednesday 16th June (Youth Day)</i>		
Term 3- Tentative - If back to non-COVID-19 times		
Open	Monday 19 th July	Teachers and learners return
Close	Thursday 23 rd September	11:00-end of Term 3
	Compulsory Saturday Attendance – T2 Reports Parents	Parents/Teacher's Day-24 th July
	Compulsory Saturday Attendance - All School Competition	All School Competition- 21st Aug
	Compulsory Saturday Attendance- Parents/Teacher's Day	Parents/Teacher's Day 18 th Sept
	Total School Days	47 DAYS – 10 WEEKS- 3 Saturdays = 50
<i>Public Holiday/Long Weekends</i>		
<i>Monday 09th August Women's Day</i>		
Term 4		
Open	Monday 11 th October	Teachers and learners return
Close	Friday 3 rd December – Learners last day/ end of Term	11:00-end of Term 4
	Compulsory Saturday Attendance- T3 Reports Parents	Parents/Teacher's Day 16 th October
	Compulsory Saturday Attendance - Graduation Day	Concert / 20th November
	Compulsory Saturday Attendance- FP Prize Giving/IP Prize giving	27 th November
	Total School Days	40 DAYS – 8 WEEKS- 3 Saturdays = 43
	TOTAL SCHOOL DAYS FOR 2021	197 days

MEETINGS: ALL meetings must precede the Agenda that is approved by the Principal. NO MEETING may be held without the Principal's consent.

PROTOCOL: If matters of concern arise, follow protocol.

POLICIES: Ensure that you familiarise yourself with the policies to ensure that you on top of your schedule. Ask your Grade-Leader or HOD for assistance if you need help or advice.

CLASS VISITS: Your HOD or Principal will visit your class during the term. These visits will be unannounced.

PLAYGROUND DUTY: ALL teachers are on playground duty daily. Refer to your policy to ensure you know what is expected from you.

MODERATION OF SBA TASKS/TESTS/EXAMS:

Formal tests and examination papers as well as memoranda must be pre-moderated by the **PRINCIPAL at least two weeks before due dates of such task/test.**

Only after the Principal has moderated may the task be handed in for photocopying.

The calibre of work submitted needs to be of a superior standard and bring quality to our team. Please note: You only have ONE DAY to make corrections on your paper and hand it in for final moderation. You need to look at the moderated notes carefully before re-submitting.

You are professionals and need to check for spelling, spacing, numbering, and grammar BEFORE handing in tasks. (Ask a peer to proofread it BEFORE handing in). The Principal will check which staff member proofread your paper (they must sign an acknowledgement). Careless errors will not be tolerated. Always hand in the re-submitted scripts with the moderated script. All teachers please take note of the following dates set aside for Pre- and Post-moderation: PLEASE ADHERE TO THE DATES!!

CHECK LIST: The **HOD** must keep track of submission of Tasks, and keep the principal informed. The HOD is responsible to monitoring of the submission, moderation, and printing procedure of tasks for his/her grades.

DUE DATES: It is important to keep to due dates and time allocations. Violating these deadlines will lead to a disciplinary action.

12 April 2021			Ramadan Starts
14 April 2021	Wednesday	Week 1 Group A	<p>Group A learners return.</p> <ul style="list-style-type: none"> • SMT Meeting 7:15 • FP Observation day Nadia O'Brien • Staff Meeting -Informal- After School • Behaviour Bank File to Mrs Heine FP and Mr Dube • Check registers and class list. • Submission of outstanding Assessment. • Timetable for formal Tasks/ Tests with dates drafted and forwarded to parents
15 April 2021	Thursday	Group B	<p>Group B learners return.</p> <ul style="list-style-type: none"> • FP Observation day Nadia O'Brien/ observation day (15 April) • Grade Meetings, 13:20 to discuss the Term Two performance, reflect, evaluate merits and demerits of your Grade, and come up with possible solutions.
16 April 2021	Friday	Group A	<ul style="list-style-type: none"> • Grade RR/R – Articles for Newsletter
17 April 2021	Saturday		Teenager Tea Grade 7 Girls Only Female teachers
18 April 2021	Sunday		
19 April 2021	Monday	Week 2 Group B	<ul style="list-style-type: none"> • Staff Meeting -Informal • Support program BEGINS 7:00- 8:00 • Uniform Inspection at Line-Up • Submit lesson plans to HODs. <p>Dudu Moyo Birthday</p>
20 April 2021	Tuesday	Group A	<ul style="list-style-type: none"> • IP Meeting in Hall, 13:20 • FP Meeting in the Staffroom, 13:20. • FP Workshop day with Nadia O'Brien • Support program 7:00- 8:00 • Most Merits to Busi • Planning for formal & informal activities. Preparation, Weeks 3&4 to HOD • Uniform Inspection at Line-Up IP
21 April 2021	Wednesday	Group B	<ul style="list-style-type: none"> • SMT Meeting 7:15 • Support program 7:00- 8:00 • Subject Meeting: English – Mrs Reynolds & NS / NST- Mr B. Mlotshwa <p>Lloyd Nyamadzawo Birthday</p>
22 April 2021	Thursday	Group A	<ul style="list-style-type: none"> • Grade Meetings, 13:20 • Support program 7:00- 8:00 • Pre-Moderation for Controlled test to HOD Attach CK 1 & CK 2 • HOD's compile checklist for controlled Tests and keep Principal updated
23 April 2021	Friday	Group B	<ul style="list-style-type: none"> • Grade 1 – Articles for Newsletter • Support program 7:00- 8:00

			<ul style="list-style-type: none"> • Grade RR and R Trip to Rietvlei Farm • All minutes of meetings of the week to be printed and filed. World Book and Copyright Day
24 April 2021	Saturday		
25 April 2021	Sunday		
26 April 2021	Monday	Week 3	School Holiday
27 April 2021	Tuesday		Public holiday- Freedom Day
28 April 2021	Wednesday	Group A	SMT Meeting 7:15 <ul style="list-style-type: none"> • Support program 7:00- 8:00 • Subject meeting: Afrikaans • Behaviour Bank File to Mrs Heine FP and Mr Dube Cecilia Tosoni- Soinë Birthday
29 April 2021	Thursday	Group B	<ul style="list-style-type: none"> • Grade Meetings, 13:20 • Support program 7:00- 8:00
30 April 2021	Friday	Group A	<ul style="list-style-type: none"> • Support program 7:00- 8:00 • Grade 2 – Articles for Newsletter • Preparation, Weeks 5&6 to HOD and planning for formal and informal activities. • Mark sheets with recorded revision marks to HODs
01 May 2021	Saturday		May 1 Workers' Day PUBLIC HOLIDAY
02 May 2021	Sunday		
03 May 2021	Monday	Week 4 Group B	<ul style="list-style-type: none"> • Support program 7:00- 8:00 • Staff Meeting –Informal • Pre-Moderation for Controlled test to Principal • HOD's compile checklist for Controlled Tests and keep Principal updated. • Submit lesson plans to HODs. • Uniform Inspection at Line-Up
04 May 2021	Tuesday	Group A	<ul style="list-style-type: none"> • IP Meeting in Hall, 13:20 • FP Meeting in the Staffroom, 13:20. • Support program 7:00- 8:00 • Most Merits to Busi • Uniform Inspection at Line-Up
05 May 2021	Wednesday	Group B	<ul style="list-style-type: none"> • SMT Meeting 7:15 • Support program 7:00- 8:00 • Subject Meeting: Maths • Grade 7 Trip to Konke-departure
06 May 2021	Thursday	Group A	<ul style="list-style-type: none"> • Grade Meetings, 13:20 • Support program 7:00- 8:00 • Mother's Day-Activity Group A • Grade 7 Trip to Konke
07 May 2021	Friday	Group B	<ul style="list-style-type: none"> • Grade 3 – Articles for Newsletter • Support program 7:00- 8:00 • Mother's Day-Activity Group B • All minutes of meetings of the week to be

			printed and filed. <ul style="list-style-type: none"> • Compiling a study guide / scope for Tests to be handed to learners. • • Grade 7 Trip to Konke- return
08 May 2021	Saturday		
09 May 2021	Sunday		Mother's Day
10 May 2021	Monday	Week 5 Group A	<ul style="list-style-type: none"> • Staff Meeting -Informal • Sharon Reynolds Birthday • Support program 7:00- 8:00 • Book control • Controlled Tests to be printed. • HOD's compile checklist for Controlled Tests and keep Principal updated
11 May 2021	Tuesday	Group B	<ul style="list-style-type: none"> • IP Meeting in Hall, 13:20 • FP Meeting in the Staffroom, 13:20. • Support program 7:00- 8:00 • Ramadan Ends • Book control • Preparation for revision, and analyses of AT, Weeks 7&8 to HOD • Controlled Tests to be printed. • The office to print blank SASAMS recording sheets for teachers to check and validate the weighting and total marks
12 May 2021	Wednesday	Group A	<ul style="list-style-type: none"> • SMT Meeting 7:15 • Support program 7:00- 8:00 • Behaviour Bank File to Mrs Heine FP and Mr Dube • Subject Meeting: NST and Technology • Book control • Controlled Tests to be printed
13 May 2021	Thursday	Group B	<ul style="list-style-type: none"> • Grade Meetings, 13:20 • Support program 7:00- 8:00 • Controlled tests to be released from admin office - • Teachers sign at HOD and office. • Invigilators timetable for Tests to be drafted by IP HODs
14 May 2021	Friday	Group A	<ul style="list-style-type: none"> • Grade 4 – Articles for Newsletter • Support program 7:00- 8:00 • All minutes of meetings of the week to be printed and filed. • Book control • Controlled tests to be released from admin office - • Teachers sign at HOD and office
15 May 2021	Saturday		
16 May 2021	Sunday		
17 May 2021	Monday	Week 6	<ul style="list-style-type: none"> • Staff Meeting -Informal

		Group B	<ul style="list-style-type: none"> • Support program 7:00- 8:00 • Teachers sign Control Tests in for safe keeping –ensure the correct wrapping is used. • HOD's compile final checklist for Controlled Tests and submit to Principal. • Moderation Term 3 FP • Revision for Tests starts (Term 1 & 2 content)
18 May 2021	Tuesday	Group A	<ul style="list-style-type: none"> • IP Meeting in Hall, 13:20 • FP Meeting in the Staffroom, 13:20. • Support program 7:00- 8:00 • Most Merits to Busi • Revision and consolidation • Check that all learners have the Tests timetable. • IP teachers to receive the invigilators timetable and discussion of Tests rules. • Moderation Term 3 FP
19 May 2021	Wednesday	Group B	<ul style="list-style-type: none"> • SMT Meeting 7:15 • Support program 7:00- 8:00 • Subject Meeting: SS-History and Geography • Revision and consolidation • Moderation Term 3 FP
20 May 2021	Thursday	Group A	<ul style="list-style-type: none"> • Grade Meetings, 13:20 • Support program 7:00- 8:00 <p><i>Cinderella Moyo/ Rudi Rheeders Birthday</i></p>
21 May 2021	Friday	Group B	<ul style="list-style-type: none"> • Grade 5 – Articles for Newsletter • Support program 7:00- 8:00 • All minutes of meetings of the week to be printed and filed. • Moderation Term 3 FP • Revision and consolidation • Settings up classrooms and covering of posters. DO NOT REMOVE POSTERS
22 May 2021	Saturday		
23 May 2021	Sunday		
24 May 2021	Monday	Week 7 Group A EXAMS-08h00 First Session 08h00-10h00 Break 10h00 - 10h30 Second Session 11h00 - 12h30	<ul style="list-style-type: none"> • Staff Meeting -Informal • Support program 7:00- 8:00 • Session 1: Maths Gr 4, 6 & 7 • Session 2: Technology Gr 7 • Marking, moderation, recording and analysis. • Pre moderation of Term 3 Formal Task FP
25 May 2021	Tuesday	Group B EXAMS-08h00 First Session 08h00-10h00	<ul style="list-style-type: none"> • IP Meeting in Hall, 13:20 • FP Meeting in the Staffroom, 13:20. • Support program 7:00- 8:00 • Session 1: Maths Gr 5

		Break 10h00 - 10h30 Second Session 11h00 - 12h30	<ul style="list-style-type: none"> • Session 2: Life Skills/PSW Gr 5 & 6 • Session 2: Life Orientation Gr 7 • Preparation, Weeks 9&10 to HOD • Pre moderation of Term 3 Formal Task FP • Marking, moderation, recording and analysis.
26 May 2021	Wednesday	Group A EXAMS-08h00 First Session 08h00-10h00 Break 10h00 - 10h30 Second Session 11h00 - 12h30	<ul style="list-style-type: none"> • SMT Meeting 7:15 • Support program 7:00- 8:00 • Behaviour Bank File to Mrs Heine FP and Mr Dube • Session 1: English Gr 4, 6 and 7 • Session 2: SS- Hist Gr 4, 6 and 7 • Subject meeting: Life Skills • Marking, moderation, recording and analysis • Pre moderation of Term 3 Formal Task FP
27 May 2021	Thursday	Group B EXAMS-08h00 First Session 08h00-10h00 Break 10h00 - 10h30 Second Session 11h00 - 12h30	<ul style="list-style-type: none"> • Grade Meetings, 13:20 • Support program 7:00- 8:00 • Session 1: English Gr 5 • Session 2: NS- Gr 7 • Session 2: NS/Tech- Grade 5/6 • Marking, moderation, recording and analysis. • Pre moderation of Term 3 Formal Task FP
28 May 2021	Friday	Group A EXAMS-08h00 First Session 08h00-10h00 Break 10h00 - 10h30 Second Session 11h00 - 12h30	<ul style="list-style-type: none"> • Grade 6 – Articles for Newsletter • Support program 7:00- 8:00 • Session 1: Afrikaans Gr 4, 6 & 7 • Session 2: Social Science- Geog Gr 4, 6 and 7 • All minutes of meetings of the week to be printed and filed. • Marking, moderation, recording and analysis.
29 May 2021	Saturday		
30 May 2021	Sunday		Katherine Nelson Birthday
31 May 2021	Monday	Week 8 Group B EXAMS-08h00 First Session 08h00-10h00 Break 10h00 - 10h30 Second Session 11h00 - 12h30	<ul style="list-style-type: none"> • Staff Meeting -Informal • Support program 7:00- 8:00 • Session 1: Afrikaans Gr 5 • Session 2: Social Science- Geog 5 • Session 2: EMS Gr 7 Session 2: • Session 2: Gr 6 Creative Arts • Post-Moderation • Uniform Inspection at Line-Up • Marking, moderation, recording and analysis.
01 June 2021	Tuesday	Group A EXAMS-08h00	<ul style="list-style-type: none"> • IP Meeting in Hall, 13:20 • FP Meeting in the Staffroom, 13:20.

		First Session 08h00-10h00 Break 10h00 - 10h30 Second Session 11h00 - 12h30	<ul style="list-style-type: none"> • Support program 7:00- 8:00 • Most Merits to Busi • Session 1: N/S- Grade 4 • Session 2: -Life Skills/PSW Gr 4 • Gr 7 Creative Arts • Post-Moderation • Uniform Inspection at Line-Up • Book Control FP • Marking, moderation, recording and analysis.
02 June 2021	Wednesday	Group B	<ul style="list-style-type: none"> • SMT Meeting 7:15 • Support program 7:00- 8:00 • Session 1: Social Science- Hist Gr 5 • Revision and Analyses on AT (refer to preparation for weeks 7&8) • Marking, moderation, recording and analysis. • Book Control FP
03 June 2021	Thursday	Group A	<ul style="list-style-type: none"> • Grade Meetings, 13:20 • Support program 7:00- 8:00 • Revision and Analyses on AT (refer to preparation for weeks 7&8) • Marking, moderation, recording and analysis. • Book Control FP
04 June 2021	Friday	Group B	<ul style="list-style-type: none"> • Grade 7 – Articles for Newsletter • Support program 7:00- 8:00 • All minutes of meetings of the week to be printed and filed. • Revision and Analyses on AT (refer to preparation for weeks 7&8) • Book Control FP <p>Knowledge Khozi birthday</p>
05 June 2021	Saturday		
06 June 2021	Sunday		
07 June 2021	Monday	Week 9 Group A	<ul style="list-style-type: none"> • Staff Meeting -Informal • Support program 7:00- 8:00 • Charmazelle Du Plessis birthday • Final mark sheets to HOD • Grade R marks to be handed in to HOD and for capturing. • Grade RR reports to be printed.
08 June 2021	Tuesday	Group B	<ul style="list-style-type: none"> • IP Meeting in Hall, 13:20 • Academic Meeting: Gr 4 & 5 – discussion and signing of mark sheets. • Academic Meeting: Gr 6 & 7 – discussion and signing of mark sheets. • Support program 7:00- 8:00 • Preparation Weeks 1&2 Term 3
09 June 2021	Wednesday	Group A	<ul style="list-style-type: none"> • SMT Meeting 7:15 • Support program 7:00- 8:00

			<ul style="list-style-type: none"> • Behaviour Bank File to Mrs Heine FP and Mr Dube • Submit signed mark sheets to office for capturing. • Academic meeting FP, discussing marks and learners at risk
10 June 2021	Thursday	Group B	<ul style="list-style-type: none"> • Grade Meetings, 13:20 • Support program 7:00- 8:00 • Office captures mark sheets -IP • Grade R reports to be printed. • Grade RR reports to HOD. • Grade 3 marks handed in to HOD and for capturing
11 June 2021	Friday	Group A	<ul style="list-style-type: none"> • Grade RR/R – Articles for Newsletter • Support program 7:00- 8:00 • All minutes of meetings of the week to be printed and filed. • HOD's gives printed mark sheets to teachers to complete the Summary of marks per subject and grade. • Final Mark sheets and summary submitted to Principal. • Printing of reports • Writing of reports comments • Grade RR reports to Principal
12 June 2021	Saturday		Parents/Teacher's Day-12th June
13 June 2021	Sunday		
14 June 2021	Monday	Week 10 Group B	<ul style="list-style-type: none"> • Staff Meeting -Informal • Support program 7:00- 8:00. • Reports to HOD for moderating and signing. • Grade R reports to HOD • Grade 1 and 2 marks handed in to HOD and for capturing. <p>Beaulah Petersen birthday</p>
15 June 2021	Tuesday	Group A	<ul style="list-style-type: none"> • IP Meeting in Hall, 13:20 • FP Meeting in the Staffroom, 13:20 • Support program 7:00- 8:00. • Most Merits to Busi • HOD moderate and sign reports. • Grade 5 Trip to Go Ape
16 June 2021	Wednesday		Public holiday- Youth Day
17 June 2021	Thursday	Group B	<ul style="list-style-type: none"> • Grade Meetings, 13:20 • Support program 7:00- 8:00 • Reports to Principal for moderating and signing. • Grade R reports to Principal. • Grade 3 reports to HOD.
18 June 2021	Friday	Group A	<ul style="list-style-type: none"> • Grade 1 – Articles for Newsletter • Support program 7:00- 8:00

			<ul style="list-style-type: none"> • All minutes of meetings of the week to be printed and filed. • Grade 1 and 2 reports to HOD.
19 June 2021	Saturday		Parents/Teacher's Day-19th June
20 June 2021	Sunday		
21 June 2021	Monday	Week 11 Group B	<ul style="list-style-type: none"> • Staff Meeting -Informal • Support program 7:00- 8:00 • Reports to HOD to moderate comments • Reports to be prepared - sealed in envelopes. • Grade 3 reports to Principal. • Term Result Analysis FP per Grade. FP
22 June 2021	Tuesday	Group A	<ul style="list-style-type: none"> • IP Meeting in Hall, 13:20 • FP Meeting in the Staffroom, 13:20. • Support program 7:00- 8:00 • Grade 1 and 2 reports to Principal. • Christabel Birthday
23 June 2021	Wednesday	Group B	<ul style="list-style-type: none"> • SMT Meeting 7:15 • Support program 7:00- 8:00 • Behaviour Bank File to Mrs Heine FP and Mr Dube. • Compiling all documents DOE/ Support forms / learners at risk / observation books
24 June 2021	Thursday	Group A	<ul style="list-style-type: none"> • Grade Meetings, 13:20 • Support program 7:00- 8:00 • All minutes of meetings of the week to be printed and filed. • Check for all updated profiles and copies of reports to be filed.
25 June 2021	Friday	Group B	<ul style="list-style-type: none"> • Grade 2 – Articles for Newsletter • Support program 7:00- 8:00 • Term Ends for the holidays • Close normal time School reopens Monday 19th July Group A to start.
26 June 2021	Saturday		Letez Birthday
			<ul style="list-style-type: none"> • Vorster Annalene 2021/07/01 • Ugochukwu Geraldine 2021/07/01 • Ndlovu Nokuthulo 2021/07/07

PREPARATION SCHEDULE & Subject-Colleagues

Names in bold print is responsible for Preparation, Homework assignments, and Assessment Tasks.

Attach the correct CK forms and fill out with the necessary information.

CK 1 – Moderation of Tasks

CK 1 and CK 2 - Moderation of Assessment Tasks

FOUNDATION PHASE TERM 2 PRE-MODERATION OF ASSESSMENTS & SAP				
SUBJECT	DATE	GRADE 1	GRADE 2	GRADE 3
English		Fatima	Kerry	Tracy
Afrikaans		Cecilia	Angie	Letez
Mathematics		Thembi	Sibongile	Isabel
Life Skills		Sane	Vainah	Thando/Cindy

FOUNDATION PHASE TERM 2 PRE-MODERATION OF PREP & HOMEWORK SHEETS				
SUBJECT	DATE	GRADE 1	GRADE 2	GRADE 3
English		Fatima	Kerry	Tracy
Afrikaans		Cecilia	Angie	Letez
Mathematics		Thembi	Sibongile	Isabel
Life Skills		Sane	Vainah	Thando/Cindy

SUBJECT	GRADE 4	GRADE 5	GRADE 6	GRADE 7
English	Shabana	Shabana	Rudi	Katherine
Afrikaans	Charmazelle	Charmazelle	Beulah	Annalene
Mathematics	Melusi Irene	Melusi Irene	Priscilla	Brighton
SS-Geography	Constance Irene	Irene Constance	Nhlanhla	Abednigo
SS-History	Constance Irene	Irene Constance	Nhlanhla	Abednigo
NST	Dion	Dion	Richard	Christabel
PSW	Monica Abednigo	Monica Abednigo	Richard	Katherine Monica(LO)
CA	Monica	Monica	Monica Beulah Annalene	Monica
SUPPORT	Charmazelle (Afr) Dion (NST)	Charmazelle (Afr) Dion (NST)	Beulah Gr 6 (Afr)	Shabana Gr 4/5 (Eng)
EMS	N/A	N/A	N/A	Christabel
Technology	N/A	N/A	N/A	Christabel

Book Control, Moderation, and Post Moderation

Your HOD will announce in the Phase meeting the exact date and time books and scripts have to be submitted. It has to be scheduled in the time frame scheduled on the Management Plan.

A sample set of 4 books per COVID-19 class has to be sent.

Ensure that you attach the correct CK forms and fill out the necessary information.

CK 19 and 19.1 for Book control

CK 21 for Post Moderation

The **HOD** has to keep track of submission of Tasks, and keep the principal informed. The HOD is responsible to monitoring of the submission, moderation, and printing procedure of tasks for his/her grades/subjects.

FOUNDATION PHASE BOOK CONTROL				
SUBJECT	DATE	GRADE 1	GRADE 2	GRADE 3
English		Cindy	Cindy	Cindy
Afrikaans		Annalene	Annalene	Annalene
Mathematics		Thembi	Thembi	Thembi
Life Skills		Thembi	Thembi/Cindy	Cindy

SUBJECT	GRADE 4	GRADE 5	GRADE 6	GRADE 7
English	Sharon	Sharon	Sharon	Sharon
Afrikaans	Annalene	Annalene	Annalene	Annalene
Mathematics	Brighton	Brighton	Brighton	Brighton
SS-Geography	Annalene	Annalene	Brighton	Brighton
SS-History	Annalene	Annalene	Brighton	Brighton
NST	Brighton	Brighton	Brighton	Brighton
PSW	Brighton	Brighton	Brighton	Brighton
CA	Annalene	Annalene	Annalene	Annalene
SUPPORT	Annalene (Afr.) Annalene (NST)	Annalene (Afr.) Annalene (NST)	Annalene (Afr.)	Annalene/Shabana Gr. 4/5 (Eng)
EMS	N/A	N/A	N/A	Sharon
Technology	N/A	N/A	N/A	Brighton

Principal (Sharon) (5)- Principal conducts final moderation of all work for the entire school.

Annalene (18) Brighton (15)

2021 PLATOONING TIMETABLE FOR TERM 2. Please note: Grade RR, R, 3, 6 and 7 attend EVERYDAY Grades 1 / 2 and 4/5 Platoon							
TERM TWO Week 1 2021		TERM TWO Week 2 2021		TERM TWO Week 3 2021		TERM TWO Week 4 2021	
School holiday		Monday: 19 th April Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Monday: 26 th April	School Holiday	Monday: 03 rd May Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7
School holiday		Tuesday: 20 th April Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Tuesday: 27 th April	Public holiday- Freedom Day	Tuesday: 04 th May Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7
Wednesday 14 th April Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Wednesday: 21 st April Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Wednesday: 28 th April Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Wednesday: 05 th May Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7
Thursday 15 th April Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Thursday: 22 nd April Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Thursday: 29 th April Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Thursday: 06 th May Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7
Friday 16 th April Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Friday: 23 rd April Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Friday: 30 th April Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Friday: 07 th May Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7

2021 PLATOONING TIMETABLE FOR TERM 1. Please note: Grade RR, R, 3, 6 and 7 attend EVERYDAY Grades 1 / 2 and 4/5 Platoon							
TERM TWO Week 5 2021		TERM TWO Week 6 2021		TERM TWO Week 7 2021		TERM TWO Week 8 2021	
Monday: 10 th May Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Monday: 17 th May Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Monday: 24 th May Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Monday: 31 st May Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7
Tuesday: 11 th May Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Tuesday: 18 th May Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Tuesday: 25 th May Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Tuesday: 01 st June Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7
Wednesday: 12 th May Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Wednesday: 19 th May Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Wednesday: 26 th May Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Wednesday: 02 nd June Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7
Thursday: 13 th May Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Thursday: 20 th May Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Thursday: 27 th May Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Thursday: 03 rd June Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7
Friday: 14 th May Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Friday: 21 st May Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Friday: 27 th May Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Friday: 04 th June Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7

2021 PLATOONING TIMETABLE FOR TERM 1. Please note: Grade RR, R, 3, 6 and 7 attend EVERYDAY Grades 1 / 2 and 4/5 Platoon							
TERM TWO Week 9 2021		TERM TWO Week 10 2021		TERM TWO Week 11 2021		TERM THREE Week 1 2021	
Monday: 07 th June Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Monday: 14 th June Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Monday: 21 st June Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Monday: 19 th July Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7
Tuesday: 08 th June Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Tuesday: 15 th June Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Tuesday: 22 nd June Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Tuesday: 20 th July Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7
Wednesday: 09 th June Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Wednesday: 16 th June	Public holiday- Youth Day	Wednesday: 23 rd June Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Wednesday: 21 st July Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7
Thursday: 10 th June Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Thursday: 17 th June Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Thursday: 24 th June Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Thursday: 22 nd July Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7
Friday: 11 th June Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Friday: 18 th June Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7	Friday: 25 th June Group B	Grade RR and R Grade 2 Grade 3 Grade 5 Grade 6 Grade 7	Friday: 23 rd July March Group A	Grade RR and R Grade 1 Grade 3 Grade 4 Grade 6 Grade 7

TIPS FOR THE LAST LAP



Exercise is good. Go for short walks during your break to stretch your legs.



Learn only the essentials. This is not the time to begin a new chapter.



Stay in touch with your study-buddies. They keep you motivated.



Take time to de-stress. Do something you enjoy. But remember it's only a break.

Preparing for the Exams

Exams will be conducted this term.

Tips for children:

You need prepare so that you can get the best out of your exams.

- Get organised. Unclutter your workspace.
- Revise actively. Make up poems, quizzes, and mnemonics.
- Summarise the notes. Extract key points and write them down.
- Plan revision. Set up your own study timetable and set yourself some goals such as 'I want to achieved 'XX 'average for my exams' etc.
- Once you have a good revision plan, stick to it.
- Do past papers. This will help you out and give you an idea as what to expect from upcoming exams. Practice makes perfect!
- If you just can't understand something, learn it parrot-fashion. This is not ideal, but it gives you at least something to do with the questions on subjects you really don't understand.
- Get a good night's sleep. It may not sound like it, but one of the best things you can do to help you remember things is to get a good night's sleep.

Department and ISASA meetings

COVID -19 (Online meetings) – Dates to be Confirmed.

Email Addresses

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