



**KINGFISHER PRIVATE SCHOOL**  
**YEAR PLAN**  
**JANUARY 2009**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				<b>1</b> New Year's Day	<b>2</b> Riaan BD	<b>3</b>
<b>4</b>	<b>5</b> Evah BD	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> School reopens for educators. 10h00 Assessments Staff/BOG braai 18:00 Fire extinguishers check	<b>13</b>	<b>14</b> School reopens for learners Newsletter issued Calendar issued E/mural t/table issued Test t/table issued Consent form issued Homework policy Preparatory school code of conduct issued Grade R Parent's meeting – 18:00 17h00 Trust meeting	<b>15</b>	<b>16</b> Closing date 2008 NSC re-mark/re-check	<b>17</b>
<b>18</b>	<b>19</b> Extramurals start College & Intersen - Meet the teacher evening 18:00	<b>20</b>	<b>21</b> \$ House T-Shirt order \$Cake Sale Gr 1-3	<b>22</b> Meet the teacher – Grade 1 -3	<b>23</b>	<b>24</b> Mrs Montjoie BD Mrs vd HeeverBD
<b>25</b> Mrs Venter BD	<b>26</b>	<b>27</b> College and Prep school cycle tests begin	<b>28</b> House T-shirts order in	<b>29</b> College test	<b>30</b> LRC weekend Interhouse athletics	<b>31</b>

## FEBRUARY 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b>	<b>2</b> World Wetlands Day	<b>3</b> College and Prep school tests Cluster Athletics	<b>4</b> \$ Cake Sale Pre-school Grade R visit Library	<b>5</b> Ms Monyela BD College tests	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> 16h30 Finance mtg	<b>10</b> College and Prep school tests	<b>11</b> 17h30 BOG meeting	<b>12</b> District Athletics	<b>13</b> \$Valentine's civvies R2 \$Valentine Day Sales Grade 7 Valentines Staff Tea Pre School Valentine visit to Community project – Frail Care	<b>14</b>
<b>15</b> Mrs Jordaan BD	<b>16</b>	<b>17</b> College and Intersen school tests Intersen - Cycle tests	<b>18</b> Grade R visit Library \$ Swimathon sponsorship forms to go to learners	<b>19</b> College tests \$Pygmies Play	<b>20</b> 13h00 – 15h00 Detention Foundation Ph – Fun afternoon (15h00 – 17h00) Grade 2's to take collected stationary to Lulekani	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> College and Intersen tests	<b>25</b> 10h00 Lisa Meeting - Polokwane Ash Wednesday (Christian)	<b>26</b> College tests	<b>27</b> 13h00 – 15h00 Detention Intersen Civvies day for meritorious work Friendly Athletics	<b>28</b> International Dinner (fundraising)

## MARCH 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b>	<b>2</b>	<b>3</b> BD Nelly Shai College and Intersen tests	<b>4</b> \$ Cake Sale Gr 4 & 6 Grade R Library visit	<b>5</b> 07h20 OPCO \$National Science Olympiad Gr 10-12 College tests Friendly gala – Prep School TBC	<b>6</b>	<b>7</b> \$ Swimathon
<b>8</b>	<b>9</b>	<b>10</b> College and Intersen tests 12h00 – 13h00 Environm Exh FP 13h00 – 14h00 Environmental Exhibition – IP 16h30 Finance mtg	<b>11</b> 17h30 BOG meeting	<b>12</b> College tests Friendly gala – College TBC	<b>13</b> 13h00 – 15h00 Detention	<b>14</b>
<b>15</b>	<b>16</b> National Water Week	<b>17</b> College and Intersen tests Inter-house soccer & netball	<b>18</b> Grade R library vist 18h00 Parent Comm mtg	<b>19</b> Extramurals end College tests Aftercare request forms issued (April) Friendly gala Prep school TBC	<b>20</b> 13h00 – 15h00 Detention Intersen - Civvies for meritorious work \$College Social	<b>21</b> Mrs Kelder BD Human Rights' Day
<b>22</b>	<b>23</b> Mrs Mathebula BD World Meteorological Day Top 3 announced at assembly.	<b>24</b> Mr Raganya BD College and Intersen tests	<b>25</b> 18h00: Pre School	<b>26</b> College tests Pre School – Frail care visit – hand out Easter eggs 13h00 – 17h00 – Pre School – Parent interviews Foundation Ph – Interviews with parents on learners' progress FP Brag evening	<b>27</b> School closes at 10:00 IBT enrolment due \$Easter Hat parade Reports handed out for all Grades Grade 6 & 7 Entrepreneurs day	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

## APRIL 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<b>1</b> Dorcas BD	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b> Palm Sunday (Christian)	<b>6</b> Holy Week (Christian)	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Good Friday (Christian)	<b>11</b>
<b>12</b> Easter Sunday (Christian)	<b>13</b> Family Day	<b>14</b> School reopens for educators	<b>15</b> School reopens for learners Calendar issued E/mural t/table issued Test t/table issued	<b>16</b> 07h20 OPCO	<b>17</b>	<b>18</b>
<b>19</b> Mrs Redpath BD	<b>20</b> BD Mrs Vundla Extra murals begin	<b>21</b> College tests Parent mtg College & Intersen Phase	<b>22</b> \$ Cake Sale College Kingfisher Science Expo Grade R Library visit	<b>23</b> College tests Aftercare request forms issued (May)	<b>24</b> 13h00 – 15h00 Detention \$ 16h00 Sports fun day & family braai	<b>25</b>
<b>26</b>	<b>27</b> Freedom Day	<b>28</b> College tests 12h20 College mtg Pre School Curriculum meeting 14h10 IP mtg Aftercare duty lists issued (May)	<b>29</b> 13h10 Prep Sch Meeting	<b>30</b> 07h20 SMT College tests Photocopy numbers to Head		

**Cross Country dates TBC**  
**MAY 2009**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<b>1</b> Workers' Day	<b>2</b>
<b>3</b>	<b>4</b> Foundation Ph meeting Fire extinguisher check	<b>5</b> College tests Pre School Curriculum meeting 14h10 IP Meeting	<b>6</b> \$ Cake Sale Gr 1 - 3 13h10 College mtg Grade R library visit	<b>7</b> BD Elmarie Schnettler 07h20 OPCO College tests	<b>8</b> 13h00 – 15h00 Detention \$ KF Golf Dinner	<b>9</b> \$ Golf Day & prize giving
<b>10</b> Mothers Day	<b>11</b> College class visits College work control Foundation Ph meeting  16h30 Finance mtg	<b>12</b> College tests College class visits College work control 12h20 College mtg Pre School Curriculum meeting 14h10 IP Meeting	<b>13</b> Intersen - Exam timetable in newsletter College class visits College work control 13h10 Prep Sch mtg  17h30 BOGs mtg	<b>14</b> 07h20 SMT College tests College class visits College work control \$Gr 11 Hosp. College Cultural evening Intersen - First moderation exam papers	<b>15</b> College class visits College work control Intersen - Exam breakdowns – all learning areas to learners	<b>16</b> \$Fishing Competition
<b>17</b>	<b>18</b> Intersen - HOD class visits Foundation Ph meeting	<b>19</b> BD Jenny van Rensburg College tests Intersen - HOD class visits Pre School Curriculum meeting 14h10 IP meeting	<b>20</b> 13h10 College mtg Intersen - HOD class visits Grade R library visit	<b>21</b> 07h20 SMT College tests Intersen - HOD class visits Extra-murals end Aftercare request forms issued (June) Ascension Day (Christian)	<b>22</b> 13h00 – 15h00 Detention \$College Social Grade 6 / 7 Entrepreneurs day Intersen - Core skills enrolment due Pre School Frail care visit – invitation to Concert in the Park )	<b>23</b>
<b>24</b> Whit Sunday (Christian)	<b>25</b> College exams begin – 12 <sup>th</sup> June Foundation Ph meeting Foundation Ph work control Mrs Venter Aftercare duty lists issued (June)	<b>26</b> 12h20 College mtg Pre School Curriculum meeting Foundation Ph WC Mrs Venter 14h10 IP Meeting	<b>27</b> IEB delivery no. 3 Intersen - Final moderation for exam papers Foundation Ph – Work control Mrs. J v Rensburg 13h10 Prep Sch Meeting	<b>28</b> 07h20 SMT \$Pre School Concert Concert in the Park	<b>29</b> 13h00 – 15h00 Detention Intersen - Civvies for meritorious work Fun afternoon (Gr 1 – 3) 13h00 – 15h00 Disco Gr 4 – 7 18h00 – 20h00 Photocopy numbers	<b>30</b>

					to Head	
<b>31</b>						

Parent open day?

Cross Country dates TBC

**JUNE 2009**

<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
	<b>1</b> Intersen - Exams printed & copied Pre School reports to HOD Fire extinguisher check	<b>2</b> Prep School Intersen - Exams in strongroom Copies in exam file Pre School Curriculum meeting	<b>3</b> \$ Cake Sale Pre-school 13h10 College mtg Grade R library visit	<b>4</b> 07h20 OPCO Intersen exams begin – take in textbooks, issue replacement letters daily)	<b>5</b> World Environment Day Intersen exams 13h00 – 15h00 Detention Pre School reports – soft copy to RCB Foundation Ph – portfolios checked	<b>6</b>
<b>7</b> Trinity Sunday (Christian)	<b>8</b> Intersen - Take in textbooks – letters of replacement issued Fledgling class visit Foundation Ph reports + comments to peers. Check marks  16h30 Finance mtg	<b>9</b> Vote for Leaders (Gr 7) 12h20 College mtg Intersen Exams Pre School Curriculum meeting	<b>10</b> College check portfolios Gr 8-12 Intersen Exams 13h10 Prep Sch mtg  17h30 BOGs mtg	<b>11</b> BD Tracy Bischoff 07h20 SMT Intersen Exams end	<b>12</b> College exams end School photos TBC Intersen - Leader voting 2009 Intersen - Reward Science Expo merits Pre School reports – hard copy to RCB Foundation Ph reports to HOD	<b>13</b> BD Jeanetta le Roux
<b>14</b>	<b>15</b> School holiday	<b>16</b> Youth Day	<b>17</b> World Desertification Day Budget forms to Educators (HODs) 13h00 College mtg College marks HOD Intersen reports electronically to colleagues Calculate marks & calculate top 3 learners in each grade	<b>18</b> 07h20 SMT Extramurals end College marks register educators Aftercare request forms issued (July)	<b>19</b> 13h00 – 15h00 Detention \$College outing College reports checked Intersen - Reports corrected & printed – second edit to colleagues Work schedules Term 3 to HOD Intersen - Civvies for meritorious work Foundation Ph reports to RCB	<b>20</b> BD Modjadji Sehwela

			Grade R library visit Parent invitations to Leader assembly issued for Mon 22/6			
<b>21</b>	<b>22</b> College reports printed Intersen - Announce leaders 2009 at assembly  Intersen - Check portfolio work Term 2 Intersen - Announce Top 3 at assembly Reports to head (symbol distribution lists) Aftercare duty lists issued (July)	<b>23</b> BD Tryna Pretorius College reports to Head 12h30 College mtg Intersen report envelopes printed  Intersen - Reports corrected Pre School Curriculum meeting	<b>24</b> Intersen - Corrected reports to Head. Foundation Ph reports copied for EDLABs Parent Brag meeting Pre-School Reports hand out at Parent evening  17h00 Trust mtg	<b>25</b> Intersen - Copy reports for EDLABS  13h00 – 17:00 Possible Pre School parent interview Foundation Ph Interviews with parents – problems and Brag evening	<b>26</b> School closes for learners Intersen/College - Reports handed out Polar Bear Swim	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> IEB Second Entry return; Oral/practical prep. Pre School Curriculum meeting Photocopy numbers to Head				

### Cross Country dates - TBC

### JULY 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7 BD Ankie Botha	8	9	10	11
12	13	14	15	16	17	18

<b>19</b>	<b>20</b> School reopens for educators Work schedules handed in Budget forms to HODs (educators) Staff may leave at 13h00 13h00 Aftercare Staff Meeting Pre School meeting Foundation Ph meeting	<b>21</b> BD Jan-Marie Swanepoel School reopens for learners IEB delivery no. 4 Grade 7 Tour	<b>22</b> Newsletter issued Calendar issued E/mural t/table issued Test t/table issued 13h00 College mtg Intersen - Extra mural timetable in newsletter Grade 4 – 6 Tour Grade r library visit	<b>23</b> Vote for Head Leaders Gr 7 Gr 6 prepare to collect food & toiletries for Huis Maroela Gr 8 prepare to assist SPCA for a day Aftercare request forms issued (August)	<b>24</b> All grades return from tours	<b>25</b> BD Charlotte Lira
<b>26</b>	<b>27</b> Extramurals start Grade 7 Leader Assembly Extra murals begin Intersen - Learners – New demerit lists- Pre School Report format to RCB  16h30 Finance Meeting Foundation Ph meeting Aftercare duty lists issued (August)	<b>28</b> College tests 12h20 College mtg Parent mtg College & Intersen Phase Prep school – tour reports to head Pre School Curriculum meeting	<b>29</b> \$Grade 5 Cake Sale Budget to Administrator 17h30 BOGs mtg	<b>30</b> College tests	<b>31</b> 13h00 – 15h00 Detention Intersen reports – format to head Leaders braai Intersen - Civvies for meritorious work Photocopy numbers to Head	

### Cross Country dates TBC

### AUGUST 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>1</b>
<b>2</b>	<b>3</b> Budget forms to Bursar (HOD & Board members) Head to start YEO	<b>4</b> BD: Hendrina Hart College tests Other Intersen learners to do old	<b>5</b> \$ College Cake Sale 13h00 College mtg  Intersen Phase	<b>6</b> College tests	<b>7</b> BD: Rina Slabbert Scholarship Ad & letters to schools Intersen - Learners	<b>8</b> \$SPCA Dog Show

	Intersen - Conquesta starts TBC Inter house tennis Intersen - HOD to do work control Foundation Ph meeting	Intersen - Conquesta during cycle test period Intersen - HOD to do work control Pre School Curriculum meeting	meeting Intersen - HOD to do work control Grade R library visit	Intersen - HOD to do work control	books go home for parent assessment Foundation Ph report format to RCB  Foundation Ph – Budget drafts to bursar	
<b>9</b> Women's Day	<b>10</b> Public Holiday	<b>11</b> Budget drafts to head (Bursar) College tests 12h20 College mtg Other Intersen learners to do old Intersen - Conquesta during cycle test period Pre School Curriculum meeting	<b>12</b> Prep school staff meeting	<b>13</b> College tests	<b>14</b> 13h00 – 15h00 Detention Grade 4 – 5 Entrepreneurs day Pre School visit to Frail care PRITT Comp	<b>15</b> \$College Adventure weekend
<b>16</b>	<b>17</b> Budget drafts to BOGs Finance portfolio College work control 17 – 21 College class visits 17 – 21 Conquesta ends TBC Tennis matches Foundation Ph meeting	<b>18</b> College tests Cycle test begin Pre School Curriculum meeting	<b>19</b> 13h00 College mtg Intersen phase meeting Intersen Open day Parents TBC Grade R library visit – last one	<b>20</b> College tests Aftercare request forms issued (September)	<b>21</b> \$Gr 12 Farewell Detention  PRITT comp	<b>22</b> Ramadaan starts (Muslim)
<b>23</b>	<b>24</b> Gr 12 Prelims begin – 11 <sup>th</sup> September 16h30 Finance mtg Intersen - HOD class visits Intersen - Tennis matches Foundation Ph meeting Aftercare duty lists issued (September)	<b>25</b> College tests 12h20 College mtg Cycle tests Intersen - HOD class visits Pre School Curriculum meeting	<b>26</b> \$College Cake Sale Prep school staff meeting Intersen - HOD class visits \$ Request to parents for Arbor day  17h30 BOGs (Budget) mtg	<b>27</b> College tests Book Grade 7 farewell venue  Intersen - HOD class visits	<b>28</b> 13h00 – 15h00 Detention  Intersen - HOD class visits Intersen - Civvies for meritorious work PRITT comp	<b>29</b>
<b>30</b>	<b>31</b> Ad in newspaper for					

	Pre-school Open Day Photocopy numbers to Head					
	Foundation Ph meeting Foundation Ph work control Grade 1					

### Cross Country dates - TBC

### SEPTEMBER 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<b>1</b> National Arbor Week College Test Voting for LRC executive Cycle test Pre School Curriculum meeting Foundation Ph – work control Grade 1	<b>2</b> \$ Gr 7 Cake Sale 13h10 College Meeting Secretaries'/Workers' Day Intersen Phase meeting Order medals for IH Swimming Gala Secretaries day Foundation Ph work control grade 3 Annual display of learners' work	<b>3</b> College Test Imntersen - Electronic reports to colleagues Arbour day & Readathon Knewelklanke Art completed TBC Detention Inter house Cross Country Foundation Ph – work control Grade 3	<b>4</b> \$ Pre School Readathon \$ Pre school Arbor Day Foundation Ph – reports to peers	<b>5</b> Grade 9 Tea
<b>6</b>	<b>7</b> College marks to HOD Inrntersen -Reports corrected & printed Chess championships Tennis matches Pre School Reports to HOD	<b>8</b> College test 12h30 College Meeting Intersen - Cycle test Core skills Grade 6 - TBC Pre School Curriculum meeting  17h45 Budget Present. to Parents	<b>9</b> College marks to Register Educators Prep school reports to colleagues – 2 <sup>nd</sup> edition	<b>10</b> College test IEB examination : Life Sciences Paper III Knewelklanke Art TBC	<b>11</b> Gr 12 prelims end 13h00 – 15h00 Detention College reports checked Intersen reports to HOD Pre School reports soft copy to RCB Foundation Ph – reports to HOD	<b>12</b>

<b>13</b>	<b>14</b> College Reports to HOD Chess championships Tennis matches Intersen - Marks calculated for top 3 learners	<b>15</b> College test Grade 12 testimonials Intersen reports to head(Symbol distribution lists) Intersen - Knowledge quiz Pre School Curriculum meeting	<b>16</b> International Day for the Preservation of the Ozone Layer 13h00 College meeting College reports to Head Intersen phase meeting Pre School Report hard copy to RCB Foundation Ph – reports to RCB	<b>17</b> College Test  Extramurals end Aftercare request forms issued (October)	<b>18</b> 13h00 – 15h00 Detention College Socila Intersen report envelopes printed I Intersen - Work schedules Term 4 to HOD Intersen - Civvies for meritorious work. \$ Pre School Cake sale Rosh Hashanah (Jewish)	<b>19</b>
<b>20</b> Ramadaan ends (Muslim) Rosh Hashanah (Jewish)	<b>21</b> Intersen corrected reports to head Intersen - Work schedule Term 4 to head Intersen - Top 3 announced at assembly Intersen - Check portfolio wok term 3Chess finals Aftercare duty lists issued (October)	<b>22</b> 12h20 College meeting Intersen - Copy reports to EDLABS Intersen - Lists for trophies to head. \$Grade 7 Cake Sale Pre School Curriculum meeting Foundation Ph – parent BRAG evening	<b>23</b> School closes YEO issued to staff Reports handed out	<b>24</b> Heritage Day	<b>25</b>	<b>26</b>
<b>27</b> World Tourism Day	<b>28</b> Yom Kippur (Jewish)	<b>29</b>	<b>30</b> Closing date for Final Gr 12 Entry Photocopy numbers to Head			

**OCTOBER 2009**

<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
				<b>1</b>	<b>2</b>	<b>3</b>

<b>4</b>	<b>5</b> BD: Renée Campbell-Brown School reopens for educators \$ International Educators' Day Work schedules handed in Staff may leave at 13h00 13h00 Aftercare Staff Meeting International educators' day & outing	<b>6</b> School reopens for learners 12h20 College meeting	<b>7</b> Newsletter issued Calendar issued E/mural t/table issued Test t/table issued 13h00: Gr 12 portfolio internal moderation College test timetable Intersen - Extramural timetable issued. Intersen - Certificate lists drawn up Intersen Phase meeting	<b>8</b> College Test IEB Delivery no. 5 LRC voting for President/Vice-President Intersen - Check certificate lists Gr 3 prepare for Frangipani outreach Gr 7 Prepare for tea party for Old Age Home	<b>9</b> 13h00 – 15h00 Detention Grade 12 Tea by grade 11 Hospitality Rio Tinto Birding – TBC Grade 7 farewell Intersen - Award Science Expo merits \$ Foundation phase Cultural Festival	<b>10</b> BD: Hendrick Khosa Promotion in the Mall for Kingfisher Intersen - Core skills marking session TBC Mr Martins to attend grade 6 Educ
<b>11</b>	<b>12</b> Extramurals start Intersen - Print Certificates Pre School report format to RCB  16h30 Finance mtg	<b>13</b> College Test Parent meeting – College & Intersen Prep School staff meeting Pre School Curriculum meeting	<b>14</b> \$ College Cake Sale School re-registration forms to parents Aftercare re-registration forms to parents  17h30 BOGs mtg	<b>15</b> College Test Intersen certificates to head Fledgling class visit	<b>16</b> Interhouse Gala – medals Detention	<b>17</b> <b>Grade 8 breakfast</b> <b>Diwali (Hindu)</b>
<b>18</b>	<b>19</b> National Marine Week BD: Rejoicent Matshoko	<b>20</b> College Test 12h20 College meeting Pre School Curriculum meeting	<b>21</b> \$College Cake Sale Ad in Newspaper and letters to schools for Scholarships 13h00: Grade 9 portfolio internal moderation Grade 12 Valediction	<b>22</b> College Test IEB IT practical exam Aftercare request forms issued (November and December)	<b>23</b> CAT practical exam 13h00 – 15h00 Detention Intersen - Requisition Living Maths payment \$ Inter house Swimming Gala Foundation Ph – report format to RCB	<b>24</b>
<b>25</b>	<b>26</b> NSC exams – end 27 Nov. College class visits Intersen - Living Maths Olympiad Intersen - HOD class visits Aftercare duty lists issued (November and December)	<b>27</b> College Test College class visits Intersen - HOD class visits Pre School Curriculum meeting	<b>28</b> 13h00: College meeting College class visits Intersen - HOD class visits	<b>29</b> College Test College class visits Intersen - HOD class visits	<b>30</b> School & Aftercare re-registration forms to be returned College class visits Intersen Cake Sale Detention Intersen - Civvies for meritorious work Pre School Open day Photocopy numbers	<b>31</b> Return date for portfolios and SBA marks

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## Living Math Olympiad TBC      Pre School Open Day Parents?

### NOVEMBER 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b> All Saints Day (Christian)	<b>2</b> Foundation Ph – work control Grade 1	<b>3</b> College test 12h20: College meeting Pre School Curriculum meeting Foundation Ph – work control Grade 1	<b>4</b> \$ Cake Sale ?? Intersen Phase meeting \$ Request to Pre School parents for gifts to Frail Care Foundation Ph – work control Grade 3	<b>5</b> College Test Intersen - First moderation exam papers Foundation Ph – work control grade 3	<b>6</b> BD: Anne Joubert 13h00 – 15h00 Detention Intersen - Living Maths results due	<b>7</b> Aftercare tea
<b>8</b>	<b>9</b>  Pre School Reports to HOD  16h30 Finance mtg	<b>10</b> College and Intersen prizegiving Intersen – Intersen – Intersen - International benchmarking tests Grade 3-6 ENG TBC Pre School Curriculum meeting	<b>11</b> \$ Cake Sale? Voting for Gr 9-11 LRC 13h00: College meeting Grade 12 Validation Prep school staff meeting Intersen - Exam – Final moderation IBT Grade 3/6 Maths TBC 17h30 BOGs mtg	<b>12</b> Extra murals end FP prizegiving	<b>13</b> College Social  Pre School reports soft copy to RCB  Detention Intersen - Civvies for meritorious work	<b>14</b>
<b>15</b>	<b>16</b> College exams begin – 4 <sup>th</sup> December Intersen - Exam papers printed & copied Intersen - Exam – final check (HOD) Portfolios including parent response form	<b>17</b> 12h00 College meeting Intersen phase meeting Pre School Curriculum meeting Intersen - Exam papers in strong room – Copies in Exam File	<b>18</b> Intersen Phase meeting Pre School reports hard copy to RCB  17h00 Trust Meeting	<b>19</b> Intersen - Portfolios home Intersen exams begin – 27/11	<b>20</b> Parent/Staff Tea 13h00 – 15h00 Detention Fun Afternoon Grade R – 3 (1 – 3pm) Summer Fun Pool party grade 4- - 7(6 – 8pm) Intersen stock lists to HOD Enrolment assessments	<b>21</b>

					13h00: New Fledgling parent meeting Foundation Ph – reports to peers Foundation ph – Prize giving list to print	
<b>22</b> Christ the King (Christian)	<b>23</b> <b>Intersen - Take in textbooks and issue replacement letters</b> <b>Pre School RCB sign graduation certificates &amp; reading certificates</b>  <b>Foundation PhFinal Trophies</b>	<b>24</b> Grade 8,10,11 Portfolios Intersen - Stock lists to head Pre School Curriculum meeting	<b>25</b> 12h30: College meeting Prep school staff meeting	<b>26</b> BD: Lise-Marie Jansen van Rensburg	<b>27</b> NSC exams end BOGs/Staff bring & braai Enrolment Assessment Intersen - Portfolios returned Class parties & pool Enrolment assessments 13h00: New Fledgling parent meeting Pre School last visit to Frail Care Foundation Ph – reports to HOD Intersen exams end	<b>28</b>
<b>29</b> Advent Sunday (Christian)	<b>30</b> Intersen exams start College Year mark & comments to HOD Intersen Reports to colleagues Intersen - Parent response forms in EDLAB's Intersen - Living Maths certificates to learners Dorcas & Dinah to bake biscuits for prize giving. Photocopy numbers to Head.					

**Inter house chess date TBC (Maybe 23 Nov)**

## DECEMBER 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<b>1</b> 12h30: College meeting College marks to Register Educator Intersen reports to HOD Intersen – Begin New years work or revise concept “Normal Timetable” Foundation Ph – reports to RCB	<b>2</b> Intersen Phase meeting	<b>3</b> Extramurals end College reports checked Intersen reports to head Intersen Cake Sale Nativity Play	<b>4</b> College exams end Intersen exams end 13h00 – 15h00 Detention Enrolment assessment Parent ‘Thank you’ tea Pre School Xmas party Grade 4 – 7 / DVD day	<b>5</b> IEB marking to 11 Dec.
<b>6</b>	<b>7</b> College reports printed Staff leave at 14h00 Intersen – Corrected reports to head. Intersen class parties.	<b>8</b> 12h30 College meeting 13h00 – 15h00 Detention Staff leave at 14h00 Intersen - Copy reports for EDLAB's Pre School clean up with learners (Wash & sort toys)	<b>9</b> Staff leave at 11h00 10h00 School closes for learners Reports issued Workers' braai Intersen - Reports handed out Pre School reports handed out Pre School Stock list check Pre School Learner Files	<b>10</b> Staff lunch Staff leave at 12h00 Intersen - EDLAB's updated Gross Phase Meetings \$ Staff Lunch	<b>11</b> School closes for educators Staff leave at 10h00 Storerooms checked	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> Reconciliation Day	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Christmas Day (Christian)	<b>26</b> Day of Goodwill
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> NSC results released	<b>31</b> Photocopy numbers to Head		

**2010 IEB Marking dates - 5<sup>th</sup> – 11<sup>th</sup> December (provisional)**