

Wordsworth High School

3rd Term Planner 2018

JULY			
17/07	Tuesday	1	SCHOOLS OPEN TERM 3 <u>LAST 3 DAYS MARKS & CMM TO DP</u> PS Staff Meeting with Principal <u>SMT & STAFF MEETING</u>
18/07	Wednesday	2	<u>GET TUTORS & STAFF MEETING</u> <u>REPORTS TO PRINCIPAL</u> <u>CHECKING TERM 2 SBA (GET)</u> <u>MEDIA OPENS</u>
19/07	Thursday	1	Deputies meeting with Principal <u>REPORTS TO DEPUTY PRINCIPAL</u>
20/07	Friday	2	<u>GRADE 12 PHASE 2, CMM DATA, FET SCHEDULES TO DEPARTMENT</u> <u>REPORTS TO LEARNERS DURING SPECIAL HOMEROOM</u> Admin Staff Meeting with Principal
23/07	Monday	3	<u>SMT MEETING</u> Deputy – Curriculum Meeting with Principal COLOURS INFO TO Ms. Swart
24/07	Tuesday	4	SGB Meetings <u>CHECKING OF GET SCHEDULES STARTS</u> <u>SGB POLICY SUB – COMMITTEE MEETING</u> Deputy – Administration Meeting with Principal
25/07	Wednesday	5	Finance Office Meeting with Principal <u>FET TUTORS & STAFF MEETING</u>
26/07	Thursday	6	Control Practical Grade 12 14:30-15:30 Physical Science Math grade 8&9 SBA Moderation <u>PARENTS EVENING 17:00 – 20:00</u> <u>STAFF MEETING</u> <u>SGB CURRICULUM SUB-COMMITTEE MEETING</u>
27/07	Friday	7	Control Practical Grade 12 14:30-15:30 Physical Science BLUE FILE AFTERNOON <u>INTERNAL GR. 12 PRELIM EXAMS GO FOR EXTERNAL MODERATION</u> <u>CHECKING OF TERM 2 SCHEDULES START – GET PHASE</u>
30/07	Monday	8	<u>SMT MEETING</u>
31/07	Tuesday	9	Flag Hoisting First Break Front Office Meeting with Principal <u>SGB GROUNDS & BUILDINGS SUB-COMMITTEE MEETING</u>
August			
1/08	Wednesday	10	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> PS Staff Meeting with Principal
2/08	Thursday	1	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> <u>OPERATIONAL MEETING</u> Girls Soccer U15& Open WWHS vs Sunward Interact Old age Home Visit
3/08	Friday	2	Prelim Practical Grade 12 8:00-16:00 Dramatic Arts Control tests Grade 12 14:30-15:30 Physical Science <i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> Interact Cake Sale <u>RCL Nominations</u> <u>Admissions inform parents SMS</u> <u>LTSM Submissions</u> <u>IQMS EVALUATIONS UPDATED</u>

			STAFF MEETING Grade 8 Admissions SMS to parents BUDGET INFORMATION TO HODS & CO-ORDINATORS
6/08	Monday	3	Control tests Grade 12 14:30-15:30 Consumer Studies <i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> SMT MEETING Grade 12 Oral Moderation ENG & AFR HOD Meeting Brandwag Department meeting at Summerfields Interact Nominations
7/08	Tuesday	4	Control tests Grade 12 14:30-15:30 Dramatic Arts <i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> RE-ENROLMENT FORMS Hand out Blue file afternoon- Small Reports
8/08	Wednesday	5	Control tests Grade 12 14:30-15:30 Mathematics & Maths Literacy <i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> BUDGET INFORMATION TO BOOKKEEPER / PRINCIPAL Ground Staff Meeting with Principal Interact Charity soccer match
9/08	Thursday	X	PUBLIC HOLIDAY
10/08	Friday	X	PUBLIC HOLIDAY
13/08	Monday	6	Prelim Practical Grade 12 Sessions Consumers Studies Control tests Grade 12 14:30-15:30 Business Studies Control tests Grade 12 During school hours History Interact Elections <i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> SMT MEETING CMM COMPLETION STATS FILLED IN RCL voting Grade 11
14/08	Tuesday	7	Prelim Practical Grade 12 Sessions Consumers Studies Control tests Grade 12 14:30-15:30 Accounting <i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> SGB SECURITY SUB-COMMITTEE MEETING Re-enrolment Forms return Girls Soccer U15& Open WWHS vs Petit
15/08	Wednesday	8	Prelim Practical Grade 12 Sessions Consumers Studies Prelim Practical Grade 12 8:00-16:00 Visual Arts Control tests Grade 12 14:30-15:30 Economics <i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> Deputies meeting with Principal
16/08	Thursday	9	Prelim Practical Grade 12 Sessions Consumers Studies Prelim Practical Grade 12 8:00-16:00 Visual Arts Control tests Grade 12 14:30-15:30 Life Science <i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> Deputy – Administration Meeting with Principal Girls Soccer U15& Open WWHS vs Curro
17/08	Friday	10	Prelim Practical Grade 12 Sessions Consumers Studies Prelim Practical Grade 12 8:00-16:00 Visual Arts Prelim final Practical Grade 12 8:00-16:00 Dramatic Arts Control tests Grade 12 14:30-15:30 CAT Evacuation Drill <i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> GDE Visit Deputy – Curriculum Meeting with Principal
18/8	Saturday	x	Interact Old age Home Visit

20/08	Monday	1	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> SMT MEETING PRELIMS START GET Cluster @Wordsworth
21/08	Tuesday	2	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> SGB MEETING (18:30) FET Cluster @Benoni Isizulu Oral moderation Petite 14:30
22/08	Wednesday	3	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> Admin Staff Meeting with Principal ALL EXAMFOLIO PAPER REQUESTS TO DP Re-enrolment forms to Finance Department to update (Pastel)
23/08	Thursday	4	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> Girls Soccer U15& Open WWHS vs Ashton College
24/08	Friday	5	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> STAFF MEETING ALL EXAMS TO HOD Finance Office Meeting with Principal
25/8	Saturday	x	Final Practical Grade 12 8:00-16:00 Dramatic Arts
27/08	Monday	6	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> SMT MEETING IQMS LOI EVALUATIONS FINALISED, DSG MEETINGS WITH STAFF START <i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> ALL EXAMS TO DP GET cluster
28/08	Tuesday	7	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i>
29/08	Wednesday	8	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> GET cluster Re-enrolment forms to Admin Department to update (D6+)
30/08	Thursday	9	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> Girls Soccer U15& Open WWHS vs Boksburg
31/08	Friday	10	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> Front Office Meeting with Principal ALL MEDIA BOOKS RETURNED
September			
1/09	Saturday	X	RCL CAMP (TBC)
2/09	Sunday	X	RCL CAMP (TBC)
3/09	Monday		<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> SMT MEETING PS Staff Meeting with Principal SAT Meeting Benoni High SWITCH OVER TO SUMMER UNIFORM ALL EXAMS IN SAFE
4/09	Tuesday	2	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> Blue File afternoon – Re-enrolment forms
5/09	Wednesday	3	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> MINI EXAMS START (TBC)
6/09	Thursday	X	GR12 MARK SHEET TRAINING Girls Soccer U15& Open WWHS vs Germiston MINI EXAMS
7/09	Friday	X	MINI EXAMS
10/09	Monday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> Ground Staff Meeting with Principal SMT MEETING

			MINI EXAMS
11/09	Tuesday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> MINI EXAMS Girls Soccer U15& Open WWHS vs Benoni High <u>SGB FINANCE MEETING (18:30) – BUDGET</u>
12/09	Wednesday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> MINI EXAMS NOTICE OF AGM
13/09	Thursday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> MINI EXAMS
14/09	Friday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> MINI EXAMS Deputies meeting with Principal
17/09	Monday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> MINI EXAMS
18/09	Tuesday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> MINI EXAMS Deputy – Administration Meeting with Principal
19/09	Wednesday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> MINI EXAMS Deputy – Curriculum Meeting with Principal
20/09	Thursday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> MINI EXAMS
21/09	Friday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> MINI EXAMS (last day) Admin Staff Meeting with Principal
24/09	Monday	X	SCHOOL HOLIDAY
25/09	Tuesday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> Finance Office Meeting with Principal <u>SGB MEETING (18:30) - BUDGET</u>
26/09	Wednesday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i>
27/09	Thursday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i>
28/09	Friday	X	<i>Teacher Morning Briefing – Teach Motivation input (DAILY)</i> Front Office Meeting with Principal <u>Reports to learners</u> MATRIC FAREWELL DANCE SCHOOLS CLOSE TERM 3