

This should be consulted together with Principals Regular Respononsibilities

**YEAR PLANNING CALENDAR**

|  |  |  |  |
| --- | --- | --- | --- |
| WEEK 1 (15-19 Jan) TERM 12-day professional development: whole staff vision alignment,professionalism, teaching strategies, subject head mentoring, induction for new teachers;Subject meetings, vision alignment;SWT team-building;Pastoral care grade meetings;New learner induction programme; Issue extra-mural timetable;Issue extra-lesson/enrichment timetable;Collect all staff signed duty sheets; Grade 1 orientation and information session (learners and parents). NOTE: *This should only be done now if it was not done in the previous year.* | WEEK 2Finance meeting;Check new learner data entered;Check admissions register;Staff welcome function with SGB;Join a network/identify a mentor or mentee, as relevant | WEEK 3SGB meeting - review safety policy;Submit 10th day return;Request profiles | WEEK 4Monitor attention to culture and climate |
| WEEK 5Staff update on practical information | WEEK 6Finance meeting;Principal review of delegations | WEEK 7SGB meeting - review admissions and language policy | WEEK 8Parent information session;Monitor attention to culture and climate |
| WEEK 9IQMS DSGs class visit/meeting;Monitor learners’ books and teachers’ subject files;Principal’s review of PGP implementation, effect of leadership style, collaborative efforts, contribution to education community | WEEK 10Finance meeting;PMDS quarterly;PMDS Annual work plan and signed duty sheets – meet with each support staff member;Develop support staff skills development plan;Collect teachers’ additional work payment claims;Collect teachers’ term reflections | WEEK 11SGB meeting – review finance policy, review maintenance plan;SGB exec meeting – approve payments and salary review;Open Day  | WEEK 12 (28 March)Principal’s reflections – realisation of personal/school vision, role-modelling, relationships, mentoring, successes, fears, challenges, donor interventions, gratitude;SMT term review and next term planning;Issue reports;Analyse performance data (all subjects and discuss improvement strategies and subject SIPS);Parents’ consultation on Term report |
| WEEK 13 (10-13 April) TERM2Collate annual survey data and submit; | WEEK 14Finance meeting | WEEK 15SGB meeting - elect executive, review learner well-being related policies;Order LTSM for following year | WEEK 16Parent information session;Monitor attention to culture and climate |
| WEEK 17 Moderate exams | WEEK 18Finance meeting;Principal’s review of delegations;Prepare management of exams booklet | WEEK 19SGB meeting - approve audited accounts and total amount claimed for Sect 38(A) claims for the following year;Submit audited accounts;Monitor learners’ books and teachers’ subject files | WEEK 20IQMS DSGs class visit/meeting;Monitor attention to culture and climate;Submit Sect 38(A) applications, if relevant |
| WEEK 21Repair subject equipment;Principal’s review of PGP implementation, effect of leadership style, collaborative efforts, contribution to education community; PMDS quarterly | WEEK 22Exams begin grades 1-7; Collect teachers’ additional work payment claims;Collect teachers’ term reflections; Interim assets check | WEEK 23 (22 June)Exams end; SGB meeting - review maintenance plan;SGB exec meeting – approve payments and salary review;SMT term review and next term planning;Principal’s reflections – realisation of personal/school vision, role-modelling, relationships, mentoring, successes, fears, challenges, donor interventions, gratitudeIssue reports;Parents’ consultation on Term report | HOLIDAYS |
| WEEK 24 (17-20 July) TERM 3Analyse performance data (all subjects and principal, discuss improvement strategies and subject SIPS) | WEEK 25Finance meeting; Conduct IWSE;Review SDP (Develop SDP in SGB election year);Begin SIP | WEEK 26SGB meeting - approve IWSE and SDP;Grade 9 subject information session (learners and parents);Cost centres submit proposed budgets | WEEK 27Monitor learners’ books and teachers’ subject files;Complete proposed budget |
| WEEK 28Finance meeting (draft budget);Principal’s review of delegations;Monitor attention to culture and climate | WEEK 29SGB meeting - school climate and culture review;Parent information sessionAlumni function | WEEK 30IQMS DSGs class visit/meeting;Consult teachers regarding the following year’s duties | WEEK 31PMDS quarterly;Consult teachers regarding the following year’s duties;SLT duties consultation;Principal’s review of PGP implementation, effect of leadership style, collaborative efforts, contribution to education community |
| WEEK 32Finance meeting (prepare budget proposal);Collect teachers’ additional work payment claims;Collect teachers’ term reflections;Plan timetable structure;Allocate teachers to teaching classes;Year Plan draft 1;Review General School Information booklet;Review School Agreement form | WEEK 33 SGB meeting (approve proposed budget, review disciplinary policy and code of conduct);SGB exec meeting– approve payments and salary review;SMT term review and next term planning | WEEK 34 (28 Sept) Issue reports; Parents’ consultation on Term report;Analyse performance data (all subjects and discuss improvement strategies and subject improvement plans;Principal’s reflections – realisation of personal/school vision, role-modelling, relationships, mentoring, successes, fears, challenges, donor interventions, gratitude | HOLIDAYSICT upgrading if necessary |
| WEEK 35 (9 Oct) TERM 4RCL/ Prefect training;RCL/ Prefect induction;Prepare end-of-year procedures booklet | WEEK 36Finance meeting (prepare for AGM/Budget meeting);AGM/Budget meeting;Grade 1 (following year) information evening | WEEK 37SGB meeting; Year Plan draft 2;Timetable draft 1;Staff submit stationery orders;Moderate exam papers;Principal’s review of PGP implementation, effect of leadership style, collaborative efforts, contribution to education community | WEEK 38Monitor learners’ books and teachers’ subject files;Collect teachers’ additional work payment claims;Collect teachers’ term reflections;Grade 7 farewell awards;Prepare beginning-of-year booklet |
| WEEK 39Finance meeting;IQMS DSGs class visit/meeting and summative scoring completed;Collect all IQMS materials;SDT IQMS moderation meeting;Prepare staff information booklet;Order stationery | WEEK 40SGB meeting/function;PMDS quarterly;Prepare administration information booklet;Staff consultations begin;Review policy register and check updates;Update honours board | WEEK 41SGB exec meeting– approve payments and salary review;Prepare contracts/letters of appointment for SGB staff;Staff consultations;Confirm all leadership/ management roles;Year plan final;Extra mural timetable draft 1;Complete school SBA schedule for following year;Submit IQMS scores; | WEEK 42Prepare school PDP;Prepare school improvement plan (SIP);Finalise timetable for printing; Print and issue timetables;Compile composite timetable;Sign off SACE CPTD points for teachers and submit Principal’s one;Complete staff consultations;Complete stock-takes/asset register check |
| WEEK 43 Hold promotions meetings for each grade;Finance meeting;Check affiliation fees have been paid for the following year (or prepare the payment schedule for payment in January);Submit promotion schedules | WEEK 44 (10-14 Dec)Issue reports; Issue school magazine, if relevant;New staff orientation afternoon;Teachers submit signed duty sheets for the following year;Review principal’s vision for self and school for action where relevant | HOLIDAYS | HOLIDAYSWeek before school opensClean grounds and buildings;SMT term review, including analysis of results, and planning review; Meet with new teachers |