

This should be consulted together with Principals Regular Respononsibilities

**YEAR PLANNING CALENDAR**

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| WEEK 1 (15-19 Jan) TERM 1  2-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 2  Finance 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 3  SGB meeting - review safety policy;  Submit 10th day return;  Request profiles | WEEK 4  Monitor attention to culture and climate |
| WEEK 5  Staff update on practical information | WEEK 6  Finance meeting;  Principal review of delegations | WEEK 7  SGB meeting - review admissions and language policy | WEEK 8  Parent information session;  Monitor attention to culture and climate |
| WEEK 9  IQMS 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 10  Finance 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 11  SGB 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) TERM2  Collate annual survey data and submit; | WEEK 14  Finance meeting | WEEK 15  SGB meeting - elect executive, review learner well-being related policies;  Order LTSM for following year | WEEK 16  Parent information session;  Monitor attention to culture and climate |
| WEEK 17  Moderate exams | WEEK 18  Finance meeting;  Principal’s review of delegations;  Prepare management of exams booklet | WEEK 19  SGB 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 20  IQMS DSGs class visit/meeting;  Monitor attention to culture and climate;  Submit Sect 38(A) applications, if relevant |
| WEEK 21  Repair subject equipment;  Principal’s review of PGP implementation, effect of leadership style, collaborative efforts, contribution to education community;  PMDS quarterly | WEEK 22  Exams 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, gratitude  Issue reports;  Parents’ consultation on Term report | HOLIDAYS |
| WEEK 24 (17-20 July) TERM 3  Analyse performance data (all subjects and principal, discuss improvement strategies and subject SIPS) | WEEK 25  Finance meeting;  Conduct IWSE;  Review SDP (Develop SDP in SGB election year);  Begin SIP | WEEK 26  SGB meeting - approve IWSE and SDP;  Grade 9 subject information session (learners and parents);  Cost centres submit proposed budgets | WEEK 27  Monitor learners’ books and teachers’ subject files;  Complete proposed budget |
| WEEK 28  Finance meeting (draft budget);  Principal’s review of delegations;  Monitor attention to culture and climate | WEEK 29  SGB meeting - school climate and culture review;  Parent information session  Alumni function | WEEK 30  IQMS DSGs class visit/meeting;  Consult teachers regarding the following year’s duties | WEEK 31  PMDS 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 32  Finance 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 | HOLIDAYS  ICT upgrading if necessary |
| WEEK 35 (9 Oct) TERM 4  RCL/ Prefect training;  RCL/ Prefect induction;  Prepare end-of-year procedures booklet | WEEK 36  Finance meeting (prepare for AGM/Budget meeting);  AGM/Budget meeting;  Grade 1 (following year) information evening | WEEK 37  SGB 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 38  Monitor 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 39  Finance 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 40  SGB meeting/function;  PMDS quarterly;  Prepare administration information booklet;  Staff consultations begin;  Review policy register and check updates;  Update honours board | WEEK 41  SGB 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 42  Prepare 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 | HOLIDAYS  Week before school opens  Clean grounds and buildings;  SMT term review, including analysis of results, and planning review;  Meet with new teachers |