



RUSSELL HIGH SCHOOL ACADEMIC YEAR PLAN 2020

TERM 1

10 JANUARY	Management and Admin staff return
13 JANUARY	Staff return
15 JANUARY	Start of term for learners
16 JANUARY	Induction (Senior Leaders, House Captains & Mentors)
22 JANUARY	GRADE 8 PARENTS MEETING
23 JANUARY	MATRIC PARENT'S MEETING
31 JANUARY	Due date for year plans, assessment plan, subject guidelines from the department (File in Mrs Rampershad's office) & extra-curricular - year plan
07 FEBRUARY	JUNIOR PRIZE GIVING CEREMONY
10 FEBRUARY	Extracurricular admin complete (file, committee, etc)
28 FEBRUARY	I.Q.M.S dates to be confirmed
11 MARCH	Marks submitted to subject head
12 MARCH	Marks submitted to HOD'S
13 MARCH	Marks to Ms Holland
16 MARCH	Check marks Schedules to HOD'S
18 MARCH	Reports to class teachers.
19 MARCH	Reports to HOD's
20 MARCH	END OF TERM - Reports to learners.

TERM 2

31 MARCH	START OF TERM
02 APRIL	GRADE 9 PARENTS INFO MEETING
22 APRIL	PARENTS AFTERNOON (GRADE 10 - 12)
24 APRIL	Mid year Exam timetable completed and handed out to learners
27 APRIL	Languages Paper 3 written
11 MAY	Deadline for Extra-Murals to Ms Holland for Term 1 & 2 Grd 8 - 12
18 MAY	All moderation of Midyear exams completed.
22 MAY	All papers submitted to Mrs. Bezuidenhout for copying
22 MAY	All papers until 5/06 to be handed in (Mrs Rampershad to check)
25 MAY - 12 JUNE	Mid-year Exams
25 MAY	Deadline for CASS Mark sheets (grd 8-12) to subject head and HOD
29 MAY	All papers to be handed in for remaining exams
12 JUNE	Exams End All Grd 8 - 11 marks to Ms Holland END OF TERM

TERM 3

07 JULY	START OF TERM (All remaining marks to Ms Holland)
08 JULY	Checking of Marks
09 JULY	Schedules and mini-reports to HOD'S for comments
10 JULY	Reports to class teachers and HOD'S for final checking
13 JULY	Reports to Learners
15 JULY	PARENTS AFTERNOON FOR GRADE 8 AND 9 Grade 9 subject choice letters handed out
EARLY AUGUST	Grade 12 Dramatic Arts Theme Programme and External Exam Matric Hospitality Internal Practical Exam (Date to be specified)
29 JULY	Trial Exam Timetable to be completed
07 AUGUST	Deadline for Grd 12 (only) Extra-murals to Ms Holland
17 AUGUST	All Trial papers to be moderated
19 AUGUST	Trial papers submitted to Mrs Bezuidenhout for copying
30 AUGUST	HOD and subject heads to check matric CASS, oral and practical marks Grade 12 papers to be handed in (Mrs Levin to check)
31 AUG - 18 SEP	TRIALS EXAMS
31 AUGUST	GRD 12 Final LO Exam
07 SEPTEMBER	Marks to subject heads Grade 8-11
08 SEPTEMBER	Marks to HOD's for Grade 8-11
10 SEPTEMBER	Final date for marks to Ms Holland for Grade 8-11
11 SEPTEMBER	Checking of marks Grade 8-11
16 SEPTEMBER	Grade 8 - Grade 11 reports to class teachers
17 SEPTEMBER	Reports checked by HOD
18 SEPTEMBER	IQMS to be completed END OF TERM - Reports to Learners (Grade 8 - 11) Finalise Grade 9 subject choices All Matric Marks to Ms Holland (except exams on 26 - 28 /06)

TERM 4

29 SEPTEMBER	START OF TERM Final date for all matric marks to Ms Holland
07 - 18 OCTOBER	Matric Art Prac Exam
09 OCTOBER	LO Exam - Grade 10 & 11 SENIOR PRIZE - GIVING
12 OCTOBER	ZULU / AFRIKAANS P3 / ENGLISH P3
13 OCTOBER	Grade 12 CAT Practical Exam
16 OCTOBER	Deadline for CASS mark sheets (grd 8-11) to subject head and HOD
16 OCTOBER	All papers submitted to Mrs Bezuidenhout for copying Letter to parents confirming Leavers - stating reasons and where to. Deadline 1 November
16 OCTOBER	All moderation of November Exams Completed All Papers to be handed in (Mrs Rampershad to check) Deadline for Grd 8 -11 Extra-Murals for Term 3 & 4
19 OCT - 06 NOV	Internal Exams
19 OCTOBER	Matric Final exams begin
END OCTOBER	Complete Grade 12 CASS and PAT / Mark sheets returned to Department
10 NOVEMBER	Marks to HOD's Final Day for marks to Ms Holland
11 NOVEMBER	Checking of marks
13 NOVEMBER	Schedules and mini-reports to HOD'S for comments Condonation Committee meeting
20 NOVEMBER	Reports to Class Teachers
22 NOVEMBER	Reports to HOD
30 NOV - 01 DEC	REPORTS TO PARENTS
02 DECEMBER	END OF TERM FOR LEARNERS
04 DECEMBER	END OF TERM FOR STAFF