



RUSSELL HIGH SCHOOL ACADEMIC YEAR PLAN 2021

TERM 1

25 JANUARY	Management and Admin staff return
1 FEBRUARY	Staff return
15 FEBRUARY	Start of term for learners (COVID – Grades 12, 11 & 9 return)
16 FEBRUARY	Start of term for learners (COVID – Grades 12, 10 & 8 return)
18 FEBRUARY	Induction Rehearsal (Senior Leaders, Mentors and House Captains)
22 FEBRUARY	Induction Ceremony
24 FEBRUARY	GRADE 8 PARENTS MEETING, HOWEVER DUE TO COVID – No meeting; however, Information booklets to be handed to parents
25 FEBRUARY	GRADE 12 PARENTS MEETING, HOWEVER DUE TO COVID – No meeting; however, Information booklets to be handed to parents
5 MARCH	Due date for year plans, assessment plans, subject guidelines from the department (Hand to Mrs Amod) & extra-curricular year plan
5 MARCH	JUNIOR PRIZE GIVING CEREMONY FOR GRADES 10 & 12 (COVID PROTOCOL)
12 MARCH	JUNIOR PRIZE GIVING CEREMONY FOR GRADES 9 & 11 (COVID PROTOCOL)
15 MARCH	I.Q.M.S. dates to be confirmed
7 APRIL	Marks submitted to subject head
8 APRIL	Marks submitted to HOD's
12 APRIL	Marks captured on SASAMS by this date. Inform Mrs Goatley when all marks per educator has been captured
14 APRIL	Check marks Schedules to HOD's
16 APRIL	Reports to class teachers
19 APRIL	Reports to HOD's
23 APRIL	END OF TERM – Reports to learners



TERM 2

3 MAY	START OF TERM
5 MAY	GRADE 9 PARENTS INFO MEETING MEETING (COVID – No meeting; however, Information booklets to be handed to parents)
26 MAY	PARENTS AFTERNOON (GRADE 10 – 12) DEPENDENT ON COVID
28 MAY	Mid year Exam timetable completed and handed out to learners
31 MAY	Languages – English paper 3 written
1 JUNE	Languages – IsiZulu and Afrikaans paper 3 written
4 JUNE	All moderation of Mid-year exams completed
7 – 25 JUNE	Mid-year Exams
28 JUNE	Marks to subject head
29 JUNE	Marks to HOD's
30 JUNE	Marks captured on SASAMS by this date. Inform Mrs Goatley when all marks per educator has been captured
2 JULY	Check marks Schedules and mini-reports to HOD's for comments
5 JULY	Reports to class teachers and HOD's for final checking
9 JULY	END OF TERM – Reports to learners



TERM 3

26 JULY	START OF TERM
28 JULY	PARENTS AFTERNOON FOR GRADES 8 AND 9 DEPENDENT ON COVID Grade 9 subject choice letters handed out
2 AUGUST	Trial exam timetable to be completed
EARLY AUGUST	Grade 12 Dramatic Arts Theme Programme and External Exam Matric Hospitality Internal Practical Exam (Date to be specified)
20 AUGUST	All Trial papers to be moderated
23 AUGUST	Trial papers submitted to Mrs MacKenzie for copying
1 – 30 SEPTEMBER	TRIAL EXAMS
SEPTEMBER	Grade 12 Final LO Exam
15 SEPTEMBER	Marks to subject heads Grades 8 - 11
17 SEPTEMBER	Marks to HOD's
20 SEPTEMBER	Marks captured on SASAMS by this date. Inform Ms Goatley when all marks per educator has been captured
22 SEPTEMBER	Check marks Schedules to HOD's
27 SEPTEMBER	Reports to class teachers
28 SEPTEMBER	Reports to HOD's
1 OCTOBER	END OF TERM – Reports to learners



TERM 4

11 OCTOBER	START OF TERM Final date for all matric marks to Ms Holland
13 OCTOBER	Reports handed to Grade 12s
11 - 15 OCTOBER	Matric Art Prac Exam
18 OCTOBER	ISIZULU, AFRIKAANS AND ENGLISH PAPER 3
25 OCTOBER	Grade 12 CAT Practical Exam
25 OCTOBER	Deadline for SBA mark sheets (Grades 8 – 11) to subject head and HOD
28 OCTOBER	All moderation of November Exams completed. All papers to be handed in to Mrs MacKenzie for copying. Letters to parents confirming Leavers – stating reasons and where to. Deadline: 1 November 2021
29 OCTOBER	All papers to be placed in exam cupboard (Mrs Amod to check) Deadline for Grades 8 – 11 Extra-murals for Term 3 & 4
1 – 19 NOV	INTERNAL EXAMS
25 OCTOBER	MATRIC FINAL EXAMS BEGIN
END OCTOBER	Complete Grade 12 SBA, PAT and ORAL mark sheets returned to Department
22 NOVEMBER	Marks to subject head
23 NOVEMBER	Marks to HOD's
25 NOVEMBER	Marks captured on SASAMS by this date. Inform Mrs Goatley when all marks per educator has been captured
29 NOVEMBER	Check marks Schedules and mini-reports to HOD's for comments
30 NOVEMBER	Condonation Committee Meeting
1 DECEMBER	Reports to class teachers
2 DECEMBER	Reports to HOD's
13 - 15 DECEMBER	REPORTS TO PARENTS
15 DECEMBER	END OF TERM FOR LEARNERS
17 DECEMBER	END OF TERM FOR STAFF