



RUSSELL HIGH SCHOOL ACADEMIC YEAR PLAN 2023

TERM 1

13 JANUARY FRI	Management and Admin staff return
16 JANUARY MON DAY 1	Staff return
18 JANUARY WED DAY 3	Start of term for learners
19 JANUARY THURS DAY 4	Induction: Senior Leaders, Mentors and House Captains
25 JANUARY WED DAY 8	GRADE 8 PARENTS MEETING
26 JANUARY THURS DAY 9	GRADE 12 PARENTS MEETING
28 JANUARY SAT	GRADE 8 ORIENTATION DAY
3 FEBRUARY FRI DAY 5	Due date for year plans, assessment plans, subject guidelines from the department (Hand to Mrs Amod) & extra-curricular year plan
10 FEBRUARY FRI DAY 10	JUNIOR PRIZE GIVING CEREMONY
13 FEBRUARY MON DAY 1	Extra-curricular admin complete (file, committee, etc)
17 FEBRUARY FRI DAY 5	Q.M.S. dates to be confirmed
15 MARCH WED DAY 3	Marks submitted to subject head
16 MARCH THURS DAY 4	Marks submitted to HOD's
20 & 21 MARCH MON & TUES	School holiday and Human Rights Day Public Holiday
22 MARCH WED DAY 8	Marks captured on SASAMS by this date. Inform Mrs Goatley when all marks per educator has been captured



24 MARCH FRI DAY 10	Check marks Schedules to HOD's
27 MARCH Mon DAY 1	Reports to class teachers
28 MARCH TUES DAY 2	Reports to HOD's
31 MARCH FRI DAY 5	END OF TERM - Reports to learners

TERM 2

12 APRIL WED DAY 8	START OF TERM
14 APRIL FRI DAY 10	GRADE 9 PARENTS INFO MEETING MEETING
19 APRIL WED DAY 3	PARENTS AFTERNOON (GRADE 10 - 12)
2 MAY TUES DAY 2	Mid year Exam timetable completed and handed out to learners
2 MAY TUES DAY 2	Languages - English paper 3 written
3 MAY WED DAY 3	Languages - IsiZulu and Afrikaans paper 3 written
5 MAY FRI DAY 5	Deadline for Extra-murals to Mrs Goatley for Terms 1 & 2 Grades 8 - 12
12 MAY FRI DAY 10	All moderation of Mid-year exams completed
15 MAY - 2 JUNE	Mid-year Exams
7 JUNE WED DAY 8	Marks to subject head
8 JUNE THURS DAY 9	Marks to HOD's
12 JUNE MON DAY 1	Marks captured on SASAMS by this date. Inform Mrs Goatley when all marks per educator has been captured



15 JUNE THURS DAY 4	Check marks Schedules and mini-reports to HOD's for comments
20 JUNE TUES DAY 7	Reports to class teachers and HOD's for final checking
23 JUNE FRI DAY 10	END OF TERM - Reports to learners

TERM 3

18 JULY TUES DAY 2	START OF TERM
21 JULY FRI DAY 5	PARENTS AFTERNOON FOR GRADES 8 AND 9 Grade 9 subject choice letters handed out
28 JULY FRI DAY 10	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)
11 AUGUST FRI DAY 10	Deadline for Grade 12 (only) Extra-murals to Mrs Goatley
22 AUGUST TUES DAY 7	All Trial papers to be moderated
24 AUGUST THURS DAY 9	Trial papers submitted to Mrs MacKenzie for copying
4 SEPT - 29 SEPT	TRIAL EXAMS
SEPTEMBER	Grade 12 Final LO Exam
14 SEPTEMBER THURS DAY 4	Marks to subject heads Grades 8 - 11
15 SEPTEMBER FRI DAY 5	Marks to HOD's



19 SEPTEMBER TUES DAY 7	Marks captured on SASAMS by this date. Inform Ms Holland when all marks per educator has been captured
21 SEPTEMBER THURS DAY 9	Check marks Schedules to HOD's
22 SEPTEMBER FRI DAY 10	Reports to class teachers
25 SEPTEMBER MON DAY 1	Public Holiday (Sunday 24 Sept - Heritage Day)
26 SEPTEMBER TUES DAY 2	Reports to HOD's
29 SEPTEMBER FRI DAY 5	END OF TERM - Reports to learners

TERM 4

10 OCTOBER TUES DAY 7	START OF TERM
13 OCTOBER FRI DAY 10	Reports handed to Grade 12s
16 - 20 OCTOBER DAY 1 TO 5	Matric Art Prac Exam
20 OCTOBER FRI DAY 10	Deadline for SBA mark sheets (Grades 8 - 11) to subject head and HOD
20 OCTOBER FRI DAY 10	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: 23 October 2023
16 & 17 OCTOBER MON DAY 1 & TUES DAY 2	ISIZULU, AFRIKAANS AND ENGLISH PAPER 3
23 OCTOBER MON DAY 6	Grade 12 CAT Practical Exam



27 OCTOBER FRI DAY 10	All papers to be placed in exam cupboard (Mrs Amod to check) Deadline for Grades 8 - 11 Extra-murals for Term 3 & 4
30 OCT - 17 NOV	INTERNAL EXAMS
30 OCTOBER MON DAY 1	MATRIC FINAL EXAMS BEGIN
END OCTOBER	Complete Grade 12 SBA, PAT and ORAL mark sheets returned to Department
22 NOVEMBER WED	Marks to subject head
23 NOVEMBER THURS	Marks to HOD's
24 NOVEMBER FRI	Marks captured on SASAMS by this date. Inform Ms Holland when all marks per educator has been captured
27 NOVEMBER MON	Check marks Schedules and mini-reports to HOD's for comments
28 NOVEMBER	Condonation Committee Meeting
30 NOVEMBER THURS	Reports to class teachers
1 DECEMBER FRI	Reports to HOD's
4 & 5 DECEMBER MON & TUES	REPORTS TO PARENTS
13 DECEMBER	END OF TERM