

Morula Term 1 Planner - 2023

MONTH	DATE	DAY	DUTY & SMT DUTY	ASSEMBLY	INFORMATION
WEEK1 16-20 Jan	16	M			Opening Staff meeting at 0800hrs School Opens all classes
	17	T	Lekuku/Mosetlha/Modimoeng/All HODs	whole school assembly PD	F1 students orientation @ 0800hrs Form 1 Parents Orientation @ 1400hrs SP collaborative planning
	18	W	MK		Primary Cambridge Workshop @1400hrs
	19	Th	PD		Management Briefing @ 0645hrs HS F2-4 Meet the parents evening @1730hrs
	20	F	PM	JP	Staff briefing @0645hrs CHOPS Heads Meeting @ Ftown JP assembly / weekly Tests / SP Bonds and spellings
	21	S			Teachers swimming workshop @ 1400hrs Mmele Festival @ Keaswe JP Swimming
WEEK2 23-27 Jan	23	M	Mosung/Mathaba/Moremi/NK		JP/SP/HS departmental briefing @0645hrs Assistant teachers briefing @0930hrs
	24	T	MK	SP	JP/SP Meet the Parents Evening @1730hrs TBC
	25	W	PD	HS	SP Meet the Parents Evening @1730hrs
	26	Th			Primary Cambridge Workshop @1400hrs
	27	F	NK	JP	High School Monthly Tests week/ Submission of Attendance Registers to HOD SP Bonds and spellings/ JP week All Schemes to HODs
	28	S			Prefects Orientation @1400hrs. venue- Hotel Selebi Tennis selection @ Konano
WEEK3 30-03 Jan/Feb	30	M	Shumba/Mafungo/Guhu/MK		JP/SP/HS departmental briefing @0645hrs/Assistant teachers briefing @0930hrs
	31	T	PD	SP	
	1	W	PM	HS	
	2	Th	NK		Management Briefing @ 0645hrs
	3	F	MK	ALL	Staff briefing @ 0645hrs SP Bonds and spellings Submission of Attendance Registers to HT via HODs
WEEK4 06-10 Feb	4	S			Zonal Galas @ KPS: HS Chess @ Keaswe
	6	M	Neube/Mabutho/Chipo/ PD		Departmental Briefings @0645hrs /Assistant Teachers meeting @ 0930hrs
	7	T	PM	SP	SP Assembly
	8	W	NK	HS	HS Assembly
	9	Th	MK		Management Briefing @ 0645hrs
	10	F	PD	JP	Staff briefing @0645hrs/ JP assembly JP weekly Tests / SP Bonds and spelling
WEEK5 13-17 Feb	11	S			7 a-side Cricket @ Clifton/ HS Cricket trials @ Mophato
	13	M	Nongera/Chinvolo/Joyce, PM		JP/SP/HS departmental Briefing @ 0645hrs Assistant Teachers meeting @ 0930hrs
	14	T	NK	SP	Valentines Civies
	15	W	MK	HS	
	16	Th	PD		Management Briefing @ 0645hrs/
	17	F	PM	JP	Staff Briefing @ 0645hrs/JP weekly tests/ SP Bonds and spelling/JP assembly
WEEK6 20-24 Feb	18	S			Interzonal Gala @ Clifton, HS Athletic clinic@ Clifton TBC
	20	M	Lekuku/Mosetlha/Modimoeng/NK		JP/SP/HS departmental Briefing @ 0645hrs Assistant Teachers meeting @ 0930hrs
	21	T	MK	SP	HS monthly Tests all week
	22	W	PD	HS	Setswana Workshop @1400hrs TBC
	23	Th	PM		Management briefing @ 0645/ School closes @ 1000hrs /Submission of Attendance Registers
WEEK7 27-03Feb/Mar	24	F			End of February / Mid-Term Break
	27	M			
	28	T	Mosung/Mathaba/Moremi/NK	SP	Sch opens, SP Collaborative planning
	1	W	MK	HS	HS Assembly
	2	Th	PD		HS Field events @ JMS
WEEK 8 06-10Mar	3	F	PM	JP	Staff Briefings @0645hrs, JP weekly test, SP Bonds and spelling/JP weekly Tests, SP Bonds
	4	S			U13 cricket selection
	6	M	Shumba/Mafungo/Guhu/NK		JP/SP/HS departmental briefing @0645hrs/Assistant teachers briefing @0930hrs
	7	T	MK	SP	SP Moderation and Shredding
	8	W	PD	HS	Submission of Attendance Registers to HOD
	9	Th	PM		Management meeting @ 0645hrs
WEEK 9 13-17 Mar	10	F	NK	JP	Staff Briefings @0645hrs
	11	S			SP submission of final papers to HOD JP Fundraiser
	13	M	Neube/Mabutho/Chipo/MK		JP/SP/HS Department Briefing @ 0645hrs / Assistant teacher briefing @ 0930hrs
	14	T	PD	SP	End of Term 1 Tests- all departments
	15	W	PM	HS	North Vs South Tennis @ clifton
	16	Th	NK		Management Briefings @0645hrs North Vs South North Vs South Swimming@ Clifton TBC
WEEK 10 20-24 Mar	17	F	MK	JP	staff briefing @ 0645
	18	S			North Vs South Swimming@ clifton TBC
	20	M	Nongera/Chinyolo/Joyce/PD	HS	Department meeting@ 0645hrs/ Assistant teacher briefing @ 0930hrs
	21	T	NK	SP	
	22	W	MK	HS	
	23	Th	PD		Management briefing @ 0645hrs JP reports to HOD
WEEK 11 27-31 Mar	24	F	PM	JP	Staff briefing @ 0645hrs NSSC Meeting in Ftown
	25	S			Prim Quiz @ Mophato U9 Cricket @ Mophato
	27	M	Lekuku/Mosetlha/Modimoeng/NK		SP Reports to HOD/HS/SP/JP Dpmnt meeting @ 0645hrs/Asntn Trs meeting @ 0930hrs
	28	T	MK	SP	SUBMISSION OF Attendance register to HT via HOD
	29	W	PD	HS	HS REPORTS HOD, SP/ JP REPORTS TO HEAD
WEEK 12 03-07 April	30	Th	PM		
	31	F	NK	JP	HS Renorts to Head teacher/N Vs S Tennis(South) Play Dress rehearsal@ 0800hrs
	3	M	Mosung/Mathaba Moremi/PM		School Play @1800hrs
	4	T	NK		School Play @1800hrs
	5	W	MK		JP Report collection and consultation
6	Th	PD	ALL	School Closes @1000hrs and reports collection from class teachers	
7	F	PM		PUBLIC HOLIDAY	

DUTY STAFF

HS to report by 0645hrs at the gate, SP @ 0700hrs and JP @ 0715. Break time to patrol their Department area
JP teachers to be at Waiting Area, HS to be at HS Blocks, SP teacher to be in Gr6 / 7 area.
All other Class Teachers and Assistant Teachers kindly receive children in classrooms
1200hrs- 1300hrs School Gate duty - all class teachers to escort their children to the Waiting Area
excepting the HS and Gr 6 / 7 children who remain in school over lunch.

AFTER HOUR DUTIES : Management Team

TERM 2 : Wednesday 03rd May 2023 - 11 August 2023