



Administrative Calendar For School Management Teams

JANUARY	DATE	DONE
• The principal is available to speak to new parents before the school starts.		
• Ensure that all stock orders have been placed		
• Deal with mail that arrived during the holidays		
• Ensure that the school buildings and grounds are clean and in order		
• Plan the first SMT meeting		
• Plan the first staff meeting; issue timetables, assembly, etc.		
• Finalise the negotiated management plan of the school		
• Meeting with public sector staff and hostel staff (where applicable)		
• Meeting with SGB of school		
• File the school's registration form for all new enrolments which the parents/guardians have signed		
• All new learners should be entered in the admissions register		
• Learners who have left the school during the previous year should be withdrawn from the admission register		
• Request the transfer documents and personal files of new learners		
• Dispatch profiles of learners who have left the school		
• Forward learner profiles to the next grade educator		
• Keep a record of learners who have left the school and the reasons for their departure		
• Open personal files for learners who are in Grades R, 1 or 8 for the first time		
• Register or class educators prepare attendance registers for the various classes		
• Ensure that the school has all the relevant documents, that they are filed and are easily accessible for reference purposes (Request a circular index from Head Office)		
• Departmental circulars are filed and stored in a safe, accessible place		
• Prepare a file for the storage of departmental circulars for the new year		
• Place a control sheet at the front of the file to control the contents of the file		
• Ensure that the educators and, where necessary, the public sector staff, study important circulars and that they sign a control sheet which is filed.		
• Ensure that governing body members receive copies of circulars, where applicable		
• Work through NCED list of priorities		
• Conduct the first staff meeting of the year		
• Orientation and induction programme for new educators and new public sector staff		
• Check the staff establishment and the number of enrolled learners		
• Draw up a summary of all important information on the staff, such as: qualifications, REQV, years of service, post level, Persal number, identity number, etc.		
• Open a personal file for each new member of staff		
• Inform staff of in service training courses (80 hours per annum)		
• Remind staff of developmental appraisal (also performance appraisal, where implemented)		
• Organise the sport and cultural activities programme		

• Welcoming function for staff		
• Check that the school time table adheres to the requirements as per the National Curriculum Statement, etc. and is functional		
• Communicate staff shortages to the circuit manager		
• Review or maintain initiatives, innovations, policies, etc.		
• Finalise negotiated job descriptions		
• Elect committee co coordinators, e.g. sport, curriculum, etc.		
• Elect subject / learning area and grade heads		
• Discuss the academic results of the previous year		
• List perceived achievements and perceived shortcomings of previous year		
• Complete class inventory lists		
• Revisit criteria for division of learners into classes		
• Issue timetables (bearing right sizing in mind)		
• Discuss changes to the list of events		
• Meetings with parents		
• Inform all parents when school fees are payable		
• For new arrivals, where applicable, ensure that the applications for the full or partial exemption from paying school fees are completed		
• Inform parents of the outcome of the above applications		
• Inform parents of the differences between Section 21 and Non Section 21 schools		
• Implement the financial management programme		
• Compile class lists for all grades		
• Compile an address list of all parents and ailments of learners		
• Determine total number of enrolled learners present		
• Determine learner numbers per grade		
• Compile and file class timetables and personal timetables (Final)		
• Compile timetables for hall, playground duty roster, bus time table, etc. (where applicable)		
• Representative Council of Learners (RCL) elections		
• Principal meets with RCL		
• Meeting of School Management Team (SMT)		
• Meeting with hostel staff (where applicable)		
• Control distribution of textbooks/ stationery, learning materials, etc.		
• Write and distribute the first circular to the parents, with information about innovations,		
• new staff, quarterly programme, extramural programme, learner numbers, etc.		
• Completion and submission of figures of the 10 day snap survey		
• Control admission register with tenth school day totals		
• Work through the code of conduct with learners		
• Ensure that all learners have received their reports		
• Administer the feeding scheme		
• Accommodation problems – consult circuit manager (CM)		
• Check details of Senior Certificate learners and forward requested details to CM		
• Advise Senior Certificate candidates from the previous year about re marking of examination scripts and registrations for the supplementary examinations		
• Control receipt of gratis textbooks		
• Control allocation of monetary school requirements		

FEBRUARY	DATE	DONE
• Compile a list of learners at risk and a plan for corrective action or support for the first quarter [at risk = learning barriers, behavioural problems, high frequency absenteeism]		
• Implement RCL Training		
• Advocate Code of conduct for staff		
• Collate claims pertaining to boarding, travelling, etc.		
• Applications for boarding, travelling, etc. Allowances		
• Application for exemption from boarding fees		
• Each educator must have 3 tiers (levels) of planning of each subject/Learning Area taught		
• Forward course outline to parents		
• Discuss format of reporting and recording		
• Collate promotion schedules		
• Compare class register with admission register		
• Negotiate assessment programme		
• Monitor the maintaining of learner portfolios or profiles		
• Monitor short term planning		
• Control proposed phase and/or subject meeting dates		
• School management team meetings (SMT)		
• Staff development team meetings (SDT)		
• Compilation of appraisee teams/ Finalise baseline evaluation of Newly Qualified Teachers (NQT)		
• School Governing Board (SGB) meetings		
• Appraise the performance of the School QLTC Steering Committee		
• Submission of enrolment per subject of matriculants		
• Submission of June examination question papers for moderation.		
• INSET Cluster meetings		

MARCH	DATE	DONE
• Monitor the maintaining of learner portfolios and profiles		
• Monitor short and long term planning per subject		
• Revisit marketing strategy of school		
• Monitor the availability of the school to the community		
• Control all schedules		
• Stock taking		
• Monitor assets register		
• Reconcile financial statements		
• Audit financial records		
• Monitor attendance register		
• Issuing reports		
• Monitor mail register – postal and electronic mail		
• Quarterly return		
• Quarterly letter to parents or guardians		
• Submission of receipts and payment statements of Section 21 schools		

APRIL	DATE	DONE
• Remove names of learners who have left the school from admission register		
• Enrolment of new learners		
• Determine staff requirements, e.g. leave substitutes, etc.		
• Induction of new staff member, who joined the staff in Term 2 (New educators are informed about the school's policies)		
• Applications for departmental appointments submitted to Head Office		
• Apply for the extension of contract posts (educators and non educators)		
• Quarterly planning		
• Staff meetings		
• School management team meetings		
• Extra mural activities		
• Changes to timetables (scholar patrol, assembly, etc.)		
• Subject/Learning Area meetings		
• Set PTA meetings		
• Matric/Grade 12 – parents' meeting		
• Monitoring of assets register and consumables		
• Staff development		
• Appraisal of educators		
• Compile list of events, e.g. visit of school nurses, etc.		
• Set SGB & Sub Committee meetings		
• Short-term and long-term monitoring – as per negotiation		
• Monitoring daily attendance register		
• Feeding scheme administration		

MAY	DATE	DONE
• Examination and invigilation timetable		
• Question papers and memos to subject heads		
• Typing and proof reading of question papers		
• Storage of question papers in the strong room		
• Monitor continuous assessment programme		
• Annual- survey planning for requisitions		
• Parents' evening with the various grades		
• PTA – Executive meeting		
• Appraisal of educators		
• Media committee meeting		
• Review of the school prospectus for the following year		
• Printing of the school prospectus for the following year		
• Supporters' club meeting (extra mural)		
• Monitoring of short term planning		
• Monitoring daily attendance register		

JUNE	DATE	DONE
• Examinations		
• Collate statistics of learner progress		
• Subject heads moderate marked scripts		
• Subject heads moderate marks		
• Subject heads monitor continuous assessment		
• Reports to be submitted to the office		
• Issuing of reports		
• Quarterly letter to parents or guardians		
• Storage of examination scripts		
• Storage of mark schedules		
• Planning meeting with neighbouring schools		
• Review planning of the third term		
• Monitor short and long term planning		
• School newspaper distributed		
• Monitoring daily the attendance register		
• Monitoring feeding scheme		
• Completion of quarterly return		
• Submission of receipts and payment statements of Section 21 schools		
• Monitor the progress of school against the SIP		

JULY	DATE	DONE
• Examination debriefing		
• Parent Educator interview sessions		
• Reports returned and secured		
• Analyse feedback on reports		
• School fees accounts issued		
• Liaise with grade heads		
• Liaise with subject/learning area heads		
• Meeting with various grades and subject/learning area educators		
• Staff meeting – revisit mission statement, topics requested by staff, etc.		
• Staff requirements – leave, substitutes, etc.		
• Revisit SWOT analysis		
• New educators who joined the staff in Term 3 – introduce them to policy and ethos of school (induction)		
• Changes to job description (pertaining to school administration)		
• Draw up events list for parents		
• Preparation of budget (term, project, etc.)		
• Admission of new learners		
• Open day		
• Mail register – postal and e- mail		
• Stock taking and stock control register		
• Course outline for term to parents		
• Review short term planning		
• Short term planning		
• Planning in which summer codes of sport the school will participate		
• Revisit codes of sport policy of the school		
• INSET – cluster meetings, need of educators, etc.		
• Plan excursions		
• Contact feeder schools		

• Monitor outreach programmes		
• Monitor safe schools' project		
• Monitor feeding scheme		
• Monitor admission and attendance register		
• SGB – meeting regarding codes of sport policy, representations of finance committee, etc.		
• RCL – meeting, learning skills, etc.		
• Visits by dentist, school nurse, school psychologists, etc.		
• Planning – daily, fortnightly, etc.		
• Liaise with co- coordinators pertaining to media, discipline, outreach, etc.		
• Career orientation – job shadow		
• Plan Election of SGB Office Bearers Meeting		

AUGUST	DATE	DONE
• Check on files: invoices, statements, petty cash, bank statements, balance accounts (including accounts of learners' school fees' accounts)		
• Check documentation: specified receipts and payments		
• SGB Meeting & Election of SGB Office Bearers		
• Banking: record surpluses and/or deficits		
• Monitor stop and debit orders		
• Monthly reconciliation		
• Control cash flow budget		
• Stock controller (educator) to submit report – stationery, textbooks, etc.		
• Labour saving devices, educational aids, sports equipment, sports dress, desks, chairs, tables, cupboards, curtains in classrooms, etc.		
• Stock controller (non educator) submit report – labour saving devices, uniform, cleansing materials, stationery, school grounds, ablution blocks		
• Repairs – classrooms, hall, desks, tables, roofs, etc.		
• Check the safety aspects of classrooms		
• Check fire extinguishers, toilets (deep clean), classrooms (cleanliness)		
• Monitor whether classrooms are learner friendly for subjects/learning areas		
• Monitor leadership camps, excursions, etc.		
• Monitor school fees and other fundraising accounts		
• Submit to principal's office – profiles, assessments, report of learners with learning disabilities/ deviances, RCL report, list of RCL activities, disciplinary details, etc.		
• Monitor reading register		
• Discuss job descriptions (rotate educators and non educators – excluding secretary)		
• Monitor developmental appraisal		
• Monitor negotiated time frames or schedules		
• Check circulars received register		
• Revisit conditions of employment		
• Begin summative evaluation of Grade 12 educators		
• Discuss job descriptions (subject/learning areas)		
• INSET as negotiated		
• Interview parents re progression or regression		
• Summative assessment with memorandum to subject/learning area head		
• Typing and filing of question papers		
• Subject/learning area heads control continuous evaluation and submit to the office		
• Examination and invigilation timetable		
• Check report of first aid officer		
• Check: registers – injury, mail (postal and electronic) accession, admission, attendance, detention, etc.		
• Interact with neighbouring schools		
• Finalise details of school's annual/magazine/yearbook		
• Inform USSASA regarding codes of sport participation		

SEPTEMBER	DATE	DONE
• Remind parents of the admission policy of the school		
• Revisit marketing strategy for recruitment and enrolment of learners		
• Organising Open Day for Grade 1 or Grade 8		
• Draw up projection and survey of number of learners leaving school		
• Draw up projection of new enrolments		
• Draft plan with SMT for whole school development (before budget)		
• Number of classrooms, desks and chairs		
• Finalisation of personnel matters (extension of contracts of temporary educators, leave and secondment)		
• Begin summative evaluation of principal		
• PGP review of all educators		
• Drawing up budget		
• Planning fundraising projects		
• Collection of outstanding school fees (further action by governing body)		
• Applications for partial or total exemption from paying school fees (notify applicants of outcome)		
• Interaction with Grade 12 learners and parents		
• Submission of receipts and payments statements of Section 21 schools		

OCTOBER	DATE	DONE
• Stocktaking and purchasing of textbooks, modules, exercise books and stationery		
• Stocktaking and purchasing of supplies and equipment, e.g. for Art, Needlework, Woodwork, Sport, etc.		
• Complete requisitions for letterheads; receipt books, diplomas, prefect bars, photocopying paper, toner, copying ink, etc.		
• Completion of inventory survey and submission of required documents		
• Receipt of establishment of school from NCED		
• Finalisation of enrolment of new learners		
• Filing of documentation received from new learners		
• Notifying parents of outcome of applications for admission		
• Applications for exemption from compulsory school attendance		
• Governing body posts: extension or reduction of number of posts, creation of a mechanism for negotiating salaries and fringe benefits, revision and conclusion of contracts		
• Governing body meeting (parents/educators/learners)		
• Approval of budget by parents		
• Set criteria for division of learners into classes		
• Finalise list of events for the following year		
• End summative evaluation of all educators		
• Audit SIP		

NOVEMBER	DATE	DONE
• Revision and amendment of job descriptions (curricular and co curricular) of educators and non educators		
• Selection of various portfolios for educators to serve on financial management; school development; staff development; Curriculum development; etc.		
• Needs analysis of in service training opportunities for personnel		
• SMT draft quarterly plans for following year		
• School Self Evaluation		
• Compile dates of sports meetings for following year		
• Negotiate extra mural programme for following year		
• Assess the functionality of the long and short term planning of the educators from the reports of the subject or learning area heads		
• Discuss the short and long term planning at a subject or learning area or grade meeting		
• Financial committee evaluates/alters the negotiated subject or term or project budgets after the budget for the year has been accepted by the parents		
• Check if all new enrolments are accompanied by the necessary documentation, such as transfer certificate, latest report (validate this) and identity document or birth certificate (NO photocopies)		
• Ensure that all new parents receive an information brochure or prospectus of the school in which information such as school times; school uniform, school policies, etc. Are provided.		
• Check the following information regarding each new learner before he/she is accepted and placed: ❖ that the grade of the learner corresponds with the grade on the report and the transfer form		
❖ that the medium of instruction corresponds with the information on the report and the transfer form		
❖ The age of the learner and the time which has elapsed since the learner left his/her previous school		
• Check the profiles and portfolios of the learners[
• Complete main requisitions from negotiated requirements of committees		

DECEMBER	DATE	DONE
• Filing of mark schedules, question papers, answer scripts and memoranda		
• Issuing reports		
• Completion, certification and filing of promotion schedules		
• Programme of remedial teaching for learners requiring it		
• Confirmation of receipt of all circulars from the NCED		
• Preliminary timetable and subject schedule		
• Planning of first school day and first week of new year		
• Notifying parents when principal will be available at the school in the new year		
• Finalisation of transfer certificates		
• Completion of cumulative record cards		
• Evaluation of personnel		
• Allocation of personnel according to qualification and subjects		
• Tuckshop supplies (remove or lock up as precaution against theft)		
• School security during holidays (arrange for police supervision)		
• Care of school grounds during holidays		
• Number at which principal may be contacted in case of emergencies during holidays		
• Annual planning i.r.o. routine tasks (terms, public holidays, sport days, camps, subject meetings, personnel meetings, fundraising projects, visits by parents, parent information		
• sessions, roster for teachers taking assembly, playground duty roster, bus duty roster and birthdays)		
• End of financial year		
• Submission of receipts and payments statements of Section 21 schools		
• Necessary attention to matters such as vacancies, temporary staff, seconded staff,		
• personnel on leave, extension of temporary appointments		
• Collecting and controlling of textbooks and resource material		
• Issue class and personal timetables		
• Determine the number of learners per grade		
• Prepare and submit School Annual Report to Circuit Manager		

IMPORTANT DATES TO NOTE FOR SCHOOL FINANCIAL PLANNING
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Receive Indicative Allocations from Department for the next school academic year	September
Receive final allocations from Department	April
Submit draft budget to Department	November
Submit final budget to Department	April
Submit provisional List of learners exempted from payment of school fees to Department	Before end of first school term
Final List of learners exempted from payment of school fees submitted to the Department	November
Audited annual financial statements submitted to the Department	June
Section 21 Transfers:	
Receive maintenance allocation - 50%	May and November
Receive services allocation - 50%	May and November
Receive LSM allocation from the department	August
Receive Food Nutrition allocation	Quarterly
Receive Grade R Practitioners allocation	Quarterly
Operational Funds to non section 21 school	May
Grade R Section 21 funding	May
Application for section 21 functions	September
Submit Financial/Quintile Appeals to the department	November
Compile and submit a monthly income and expenditure report to District	Monthly
Review of school financial policies and monitoring financial systems	August

IMPORTANT DATES TO NOTE FOR CURRICULUM MANAGEMENT

QUARTER 1

- 11Jan – 30 March 2012: Visit to Underperforming Schools
- 11 – 27Jan 2012: Monitoring School Readiness
- 06 – 10 February 2012: Writing & Monitoring of the Annual National Assessment (ANA) Target Group Grades 2 – 7 & 10
- 08 February - 23 March 2011:Supplementary Exams 2011: Grade 12
- 06 -16 February 2011:Principals Meeting
- 11 Jan - 30 March 2012:School Visits: On-Site Support
- 20 -24 Feb 2012 Sampling & Collection of Sample ANA Scripts: Target Group Grades 2 – 7 & 10
- 27 Feb – 02 March 2012 Provincial Moderation of Sample ANA Scripts
- 26 – 28 March 2012 Teacher Empowerment Workshops Grades 3,6,9,10,11 & 12
- 26 - -29 March 2012: Training on the Curriculum & Assessment Policy Statements (CAPS) Target Group Grade 4 – 6 & 11 teachers

QUARTER 2

- 11 - 20 April 2012:On –site Moderation of School Based Assessment(SBA): Target Grade 3,6,9,10,11 & 12
- 11 April - 21 June 2012: School Visits Onsite classroom visits
- 22 May - 19 June 2012: Writing of Common Papers: Examination in Grades 10 -12
- 30 May – 12 June 2012 : Writing of Common Papers in Grade 6
- 06 – 19 June 2012 :Writing of Common Question Papers in Grade 9
- 25 June - 12 July 2012 :
- 11 – 12 June 2012 :Writing of Common Question Papers in Grade 3
- 25 June – 12 July 2012 :Training on the Curriculum & Assessment Policy Statements (CAPS) Target Group Grade 4 – 6 & 11 teachers

QUARTER 3

- 17 – 27 July September 2012: On –site Moderation of SBA
- 17 – 31 August 2012 : School Visits On –site classroom support
- 17 – 24 August 2012 Grade 12 Afternoon classes : target Group selected Grade 12 learners
- 21 July – 25 August 2012 Grade 12 Saturday classes : target Group selected Grade 12 learners
- 17 July – 27 August 2012 : Grade 12 Oral Moderation for all Languages: All High Schools
- 24 & 26 July 2012: Meetings with Principals from High Enrolment Schools: Selected Schools
- 30 July – 04 August 2012: National Science Week: Target group – Grade 7 – 12
- 01 – 24 August 2012: EGD, Civil, Elec, Mechan Techn, Agric Techn –PAT Moderation Grade 12 learners
- 10 – 11 August 2011: Teacher Empowerment Workshop: Grades 3,6,9,10,11 & 12

<ul style="list-style-type: none"> • 15 - 25 August 2011: Curriculum Road show in J T Gaetsewe & Frances Baard: Target Grade 3,6,9,10 - 12
<ul style="list-style-type: none"> • 23 – 24 August 2012: CAPS Orientation for Principals & Circuit Managers: Target group – All Schools
<ul style="list-style-type: none"> • 27 August – 19 September 2012: Tourism, CAT + IT, PAT Moderation: Grade 12 learners
<ul style="list-style-type: none"> • 28 August – 25 September 2012: Grade 12 Preparatory Common Examinations
<ul style="list-style-type: none"> • 31 – 01, 07 & 08 September 2012 Orientation on Curriculum & Assessment Policy Statements (CAPS) for selected Grade 11 teachers
<ul style="list-style-type: none"> • 03 – 07 September 2012: Writing & Monitoring of the Annual Provincial Assessment (APA): Target Grade 3,6 & 9
<ul style="list-style-type: none"> • 07 – 08 September 2012: Teacher Empowerment Workshop: Grades 3,6,9,10,11 & 12
<ul style="list-style-type: none"> • 06 - 28 September 2012: Writing of Common Papers: Grade 12

QUARTER 4
<ul style="list-style-type: none"> • 01 – 05 October 2012: Spring Camps
<ul style="list-style-type: none"> • 01 – 05 October 2012: Feedback on the Annual Provincial Assessment (APA)
<ul style="list-style-type: none"> • 01 – 04 October 2012: Training on the Curriculum And Assessment Policy Statements (CAPS) for all Grades 4 – 6 & 11 teachers
<ul style="list-style-type: none"> • 15 October – 30 November 2012: Grade 12 NSC Examinations
<ul style="list-style-type: none"> • 01 -31 October 2012 Weed buster Month: Grade R – 12
<ul style="list-style-type: none"> • 5 – 30 November 2012 Common Papers Examinations: Target Group 3,6,9,10 & 11
<ul style="list-style-type: none"> • 01 – 13 Dec 2012: Marking of Grade 12 NSC Examination