



P.O.Box 911-167
Rossllyn
0200
Tel:(012)706 1059 / 071 692 0914
Fax:086 605 2404
Email:sjambokprimary@webmail.co.za
Email:600102003sjambok@gmail.com

YEAR PLAN :2018

JANUARY

DATE	ACTIVITY	RESPONSIBLE PERSON	PROGRESS
15/01/2018	SMT Meeting	Principal	Done on set date
15/01/2018	Stationery collection	Learners	Done on set date
15/01/2018	Staff Meeting	Principal	Done on set date
16/01/201	Phase Meetings	SMT	Done on set date
17/01/2018	Screening	SBST	Await clinic
18/01/2018	SGB meeting		Meeting held
18/01/2018	Meeting	Environment	
21/01/2018	Parents Meeting	SGB	Meeting held
22 – 23/01/2018	Monitoring of classrooms	SMT	
24-25/01/2018	Baseline Assessment	Subject Teachers	Conducted by both phases
23/01/2018	Election of prefects/Scholar Patrol	Safety	Elected and Trained
18/01/2017	Baseline Assessment	Subject Teachers	Conducted
23-27/01/2018	Advocacy	SDT	New members of committee inducted
24/01/2017	Meeting	Sports Committee	
24/01/2017	Soul buddies	Safety	
25/01/2018	Meeting	Entertainment	Held on set date
29-31/01/2018	Control educators file	HOD, Senior Teachers	Done

FEBRUARY

DATE	ACTIVITY	RESPONSIBLE PERSON	PROGRESS
01 -02/02/2017	Monitoring of files	HOD's	
01/02/2018	Inter House Foundation	Sports	Activity held
02/02/2018	Inter house Intersen	Sports	Activity held
	Area Athletics	Sports	Done
12/02/2018	Fincom	Treasurer/AA	Meeting was held
12 – 16/02/2018	Monitoring/Control:Workbooks,Learner portfolios	Done	Conducted
14 -17/02/2018	IQMS :Choose DSG Final schedule DSG Observation Time table	SDT	Done
15/02/2018	Staff meeting		Meeting held
16/02/2018	Valentines Day	Entertainment	Activity celebrated
20/02/2018	Phase Meeting		Meeting was held
22/02/20108	Spelling Bee	Education	Word list distributed
	Readathon	Education	
26-28/02/2018	Moderation /Control of mark sheets	SMT	Done

MARCH

03/03/2017	Sports out match	Sports committee	Trip undertaken
05 -09/03/2017	Moderation marks sheets	HOD	Conducted
08-09/03/2017	IQMS:Baseline Evaluation	DSG	No new educators
12 – 15/03/2018	Task capturing	Educators	Done
12/03/2018	Fincom	Treasurer/AA	Meeting not held
17/03/2018	SGB Elections	Electoral team	Succesfully conducted
20/03/2018	Staff meeting		Meeting held 28/03/18
28/03/2018	Issuing of Results	Class educators	

APRIL

DATE	ACTIVITY	RESPONSIBLE PERSON	PROGRESS
10.04.18	School re-opening	SMT	Activity held
10/04/18	Staff meeting	SMT	Meeting held
12/04/2018	Intervention Meeting	SBST	Conducted on
12/04/2018	Phase meeting: Analysis of results	Sports	
12/04/2018	Finance	Fincom	Postponed
12 -28/04/2018	IQMS developmental cycle	SDT	
16/04/2018	SGB Meeting	SGB	
18/04/18	Sports meeting	Environment Chairperson	
24.04.18	Phase meetings ;Intervention strategies Accountability	SMT/Phase Educators	Held for both Phases
20/04/2018	Body awareness	Safety	Postponed to July 26 th
28.04.18			
23/04/2018	Parents Meeting	SGB Sec/Chair	
	Netball Trials		
	Music Competition	Sports/art and culture	Participated with six Choirs
	Winter Games		
	Netball League		
30/04/2018	Monitoring/Control	HOD	

MAY

DATE	ACTIVITY	RESPONSIBLE PERSON	PROGRESS
01-04 /05/2018	Monitoring/Control	SMT	Done
03/05/18	Foundation & Intersen Educational trips	Education Committee	Trips on 07/06
08/05/17	Monitoring & Control of learners book	SMT	
12/05/2018	Fincon	Treasurer/AA	Meeting held 17/05/2018
12-29/05.17	IQMS: Development Support mentoring Mentoring Self evaluation PGP Self evaluation SIP First development SIP	DSG --	2018 Files evaluated,by SDT,Iqms Co-ordinator
14/05/2018	Fathers,Mothers day	Entertainment	Postponed to 15/06
	Task capturing		
15 -15/05/2018	Developmental cycle	SDT	
14 -18/05/2018	Monitoring/Control	SMT	
21 /05/2018	Child protection Week	Safety	
22/05/17	Beginning of Task 2 Activity	Subject Teachers	
29/05/17	Task capturing	Educators	
29/05/2017	Phase Meeting	SMT/Phase Educators	

JUNE

DATE	ACTIVITY	RESPONSIBLE PERSON	PROGRESS
01 – 04/06/2018	Development/Support	SDT	
05/06/2018	Staff meeting	SMT	
07/06/18	Educational Trips	Education	
01 – 15/06/2018	Examinations	Education	
11 – 15/06/2018	Moderation	SMT/Senior Teachers	
14/06/2018	Fincom	Treasure	
15/06/2018	Youth Day	Entertainment	
14/06/2018	SGB	Treasurer/Principal	
14/06/2018	Task capturing	Educators	
22/06/17	Issuing of progress report cards		

JULY

DATE	ACTIVITY	RESPONSIBLE PERSON	PROGRESS
17/07/18	School re-opening Assembly	SMT	
18/07/2018	Staff meeting	SMT	
17/07/18	Fincom		
19/07/18	Analysis of results/Staff	SMT	
19/07/18	Intervention meeting	SBST	
22/07/2017	Parents Meeting	SGB	
27-28/07/18	Development/support	SDT	
27/07/18	Accountability session	SMT	

AUGUST

DATE	ACTIVITY	RESPONSIBLE PERSON	PROGRESS
02/08/18	Accountability/Staff meeting	SMT	
05/08/18	Environment meeting	Environment committee	
09/08/19	HIV/Aids awareness	Lifeskill HIV Committee	
07/08/18	School league games	Sports	
10/08/2018	Fincom	Treasurer/AA	
11/08/18	Out match	Sports	
15/08/18	Indigenous Games	Sports	
16/08/2018	Meeting	Entertainment	
20 -24/08/2018	Monitoring/Control		
23/08/2017	Cross country	Sports	
27/08/2018	Meeting	Environment	
28/08/2018	Phase Meeting	Smt/Educators	
31/08/2017	Spring DAY	Environment	

SEPTEMBER

DATE	ACTIVITY	RESPONSIBLE PERSON	PROGRESS
04/09/18	Meeting	Entertainment	
10 -14/09/2018	Arbour/Water week	Environment	
11/09/2018	Fincom	Treasurer/AA	
12/09/18	Trip Foundation/Intersen	Education	
10/09/2018	Staff meeting		
10- 31/2018	Summative evaluation	SDT	
	Career Day	Grade 7	
26/09/18	Heritage day celebration	Environment	
27/09/17	Grade 7 Farewell	Entertainment Committee	
28/09/18	Issuing of progress report cards	Class Teachers	

OCTOBER

DATE	ACTIVITY	RESPONSIBLE PERSON	PROGRESS
05/10/18	National Teacher`s day	Education	
09/10/18	School re-opening/Staff meeting	SMT	
11/10/2018	Fincom	Treasurer/AA	
11/10/2018	Phase Meeting:Analysis of results	All Educators	
10/10/18	TB Awareness	Life skill Educators	
16/10/18	Meeting	Environment	
23/10/18	Meeting	Sports	
24/10/180	Meeting	Environment	
16-20/10/17	Beginning of Term 4 Task Activities IQMS	Educators SDT	

NOVEMBER

DATE	ACTIVITY	RESPONSIBLE PERSON	PROGRESS
01/11/2017	Retreival of Textbooks	LTSM	
06/11/20107	Phase Meeting:Exam Preparations	SMT	
08/11/18	Awards ceremony	Education Committee	
15 -17/11/2017	Verification	SDT	
12/11/2018	Fincom	Treasurer/AA	
18/11/2018	AGM	SGB	

DECEMBER

DATE	ACTIVITY	RESPONSIBLE PERSON	PROGRESS
01 -02/12/2017	Finalisation of Documents	SDT	
11/12/18	Issuing of progress report cards	Class Teachers	
12-14/12/18	Staff development	Education	