



ALEXANDRA HIGH SCHOOL

Private Bag X6, Scottsville 3209
Tel: 033 394 8252 Fax: 033 394 6059

TERM 4 - 2021

WEEK 1 – DAY 1

DUTY WEEK: M.KAFESU/B.JORDAN

OCTOBER

- Mon 11 SCHOOL OPENS
Management Meeting - 2pm
Tue 12 Grade 12 Visual Art Practical (12-15 Oct)
Wed 13 Staff Meeting
Fri 15 **EXAM TYPING DEADLINE**
Academic Committee: Full Staff Meeting - 2pm

WEEK 2 – DAY 6

DUTY WEEK: N.SALLIE/A.RAMCHURRAN

- Mon 18 Management Meeting
Grade 12 Testimonials Checked
Tue 19 Drama Grade 12 Final Practical
NSC Exam: CAT P1
Wed 20 NSC Exam: IT P1
Staff Meeting: NSC Invigilation
L.O Exam: Grade 8 & 10
Afrikaans FAL Grade 8 & 10 P3
Thu 21 L.O Exam: Grade 9 & 11
Afrikaans FAL Grade 9 & 11 P3
Fri 22 Senior Prize Giving

WEEK 3 – DAY 1

DUTY WEEK: U.HESLOP/T.MLOTSHWA

- Mon 25 Grade 11 Hospitality Studies Prac (25-26 Oct)
Grade 10 & 11 Visual Arts Prac (25-27 Oct)
Management Meeting - 2pm
Life Orientation Practical Grade 10
Tues 26 Finance Committee: Budget & Fees 2022
Wed 27 Grade 11 Hospitality Studies Prac (27-28 Oct)
Staff Meeting - 2pm
NSC EXAM BEGINS
Fri 29 Grade 10 & 11 Drama Practical

WEEK 4 – DAY 6

DUTY WEEK: H.MAHARAJ/M.KAFESU

NOVEMBER

- Mon 1 PUBLIC HOLIDAY - Elections
Tue 2 **INTERNAL EXAM BEGINS**
SGB Meeting: Budget & Fees 2022
Wed 3 Staff Meeting: Facilities

WEEK 5 – DAY 1

DUTY WEEK: B.JORDAN/S.SITHOLE

- Wed 10 Term 4 Tasks Entered

WEEK 6 – DAY 6

DUTY WEEK: R.MARIAN/V.MAKWARA

- Wed 17 AGM: Parents - Budget & Fees 2022-5:30pm

WEEK 7 – DAY 1

DUTY WEEK: X.HLONGWANE/N.SALLIE

- Mon 22 Management Meeting

WEEK 8 – DAY 6

DUTY WEEK: A.RAMCHURRAN/U.HESLOP

- Mon 29 Exam Scripts checked

Tue 30 Marks & Comments entered

DECEMBER

- Wed 1 Schedules printed & checked by HOD's
Fri 3 Report comments entered on MS Word
Promotions meeting
NSC Exams End

WEEK 9 – DAY 1 DUTY WEEK: V.MAKWARA/X. HLONGWANE

- Tue 7 Reports to HOD's
Wed 8 Staff Year End Function
Thu 9 Reports printed: Registrars & HOD's sign
Fri 10 Reports copied & filed
Reports handed out

WEEK 10 – DAY 6

DUTY WEEK: A.SITHOLE/R.MARIAN

- Mon 13 2022 Planning: Subjects-Department A
Tue 14 2022 Planning: Subjects-Department B
Wed 15 SCHOOL CLOSES