



ALEXANDRA HIGH SCHOOL

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

TERM 4 - 2022

WEEK 1 – DAY 6 DUTY WEEK: U.HESLOP/H.MAHARAJ

OCTOBER

- Mon 10 Matric Council Leadership Camp - 2023
Common Test Exam Stats to DBE
- Tue 11 SCHOOL OPENS
Trail Exams Marks Entered
Analysis Sheets to Mrs Adimulam
- Wed 12 Trail Exam Schedules Printed
Grade 10 & 11 Visual Art Practical (12th-14th
Oct)
Staff Meeting
- Thu 13 Grade 12 Registrar comments entered
Boys Basketball vs M.C.S
- Fri 14 Grade 12 Reports to Registrars
Full Staff Meeting: Academic Committee
Girls Indoor Hockey vs TWC
- Sat 15 Girls Indoor Hockey – Tournament at St Annes

WEEK 2 – DAY 1 DUTY WEEK: V. MAKWARA / S. MYENDE

- Mon 17 Management Meeting
Grade 12 Reports signed, copied & filed.
Grade 12 Visual Art Practical (17th – 20th Oct)
November Exam Typing Deadline
- Wed 19 Staff Meeting: Invigilation Training
Boys Basketball vs Carter
- Fri 21 Senior Prize Giving Ceremony @ 11h00
L.O EXAM - (Grade 8 - 11)
Girls Indoor Hockey vs Linpark
- Sat 22 Girls Indoor Hockey Tournament at GHS

WEEK 3 – DAY 6 DUTY WEEK: J. HLONGWANE/ B. JORDAN

- Mon 24 Management Meeting
Life Orientation Practical: 10 ABC – 2 pm
Grade 10 & 11 Drama Practical (24th-28th Oct)
- Tue 25 Life Orientation Practical: 10 JLM – 2 pm
- Thu 27 Life Orientation Practical: 11 ABC – 2 pm
- Fri 28 Life Orientation Practical: 11 JLM – 2 pm
Boarders Christmas Dinner
**Last Day to Apply for ID CARDS at
R 5-00**
Girls Indoor Hockey vs St Johns
- Sat 29 Girls Indoor Hockey vs St Annes

WEEK 4 – DAY 1 DUTY WEEK: A. SITHOLE / R. MARIAN

- Mon 31 **NSC EXAMS BEGIN**
Management Meeting

NOVEMBER

- Tue 1 Finance Committee Meeting - Budget and Fees
2023
- Wed 2 Term 4 Marks to Subject Heads
Staff Meeting: Awards Committee
RCL Braai
- Thu 3 **INTERNAL EXAMS BEGIN**
Term 4 Marks to HODs
- Fri 4 Term 4 Marks Entered (Except Exams)

WEEK 5 – DAY 6 DUTY WEEK: B.JORDAN/S.SITHOLE

- Tue 8 Governing Body Meeting – Budget & Fees 2023
Wed 9 Staff Meeting: Budget & Fees 2023

WEEK 6 – DAY 1 DUTY WEEK: R.MARIAN/V.MAKWARA

- Wed 16 General Parents Meeting: AGM - Budget &
Fees 2022-5:30pm

WEEK 7 – DAY 6 DUTY WEEK: X.HLONGWANE/N.SALLIE

- Fri 25 **INTERNAL EXAM ENDS**

WEEK 8 – DAY 1 DUTY WEEK: A.RAMCHURRAN/U.HESLOP

- Mon 28 Exam Scripts checked
**Final Day: Return of Textbooks and
Library Items**
- Tue 29 Marks & Comments entered
Schedules Printed
- Wed 30 Report comments edited
Promotion Meetings: Grade Heads

DECEMBER

- Fri 2 Report completed on computer: Registrars

WEEK 9 – DAY 6 DUTY WEEK: V.MAKWARA/X. HLONGWANE

- Mon 5 Reports completed by HOD's
Tue 6 Reports printed, signed
Wed 7 Reports copied & filed
Staff Year End Function

WEEK 10 – DAY 1 DUTY WEEK: A.SITHOLE/R.MARIAN

- Mon 12 2023 Planning: Subjects-Department A
Tue 13 2023 Planning: Subjects-Department B
Wed 14 **SCHOOL CLOSSES** for Learners
Thu 15 **SCHOOL CLOSSES** for Staff