



# ALEXANDRA HIGH SCHOOL

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

## TERM 4 - 2023

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

### OCTOBER

- Tue 10 **SCHOOL OPENS**  
Wed 11 Trail Exam Schedules Printed  
Staff Meeting – 2pm  
Thu 12 Registrar comments entered and checked by  
Grade Heads  
Fri 13 Full Staff Meeting – 2pm  
Grade 12 Reports to Registrars  
Boys Basketball vs Carter - All Teams (A)

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

- Mon 16 Management Meeting – 3pm  
Grade 12 Reports signed, copied & filed.  
Exam Typing Deadline  
Wed 18 Boys Basketball vs St Nicholas - All Teams (A)  
Thu 19 Senior Prize Giving  
**L.O EXAM - (Grade 8 - 11)**

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

- Mon 23 Management Meeting – 3pm  
Tue 24 Fincom – Budget & Fees 2024  
Wed 25 Full Staff Meeting – Invigilation Training  
Thu 26 Boys Basketball vs M. C. S. -All Teams (A)  
Fri 27 Full Staff Meeting – 2pm  
Founders House Dinner – 5:30pm

WEEK 4 – DAY 1 DUTY WEEK: A. SITHOLE / A. RAMCHURRAN

- Mon 30 **NSC EXAMS BEGIN**  
SANBS Blood Drive – Alex  
Management Meeting – 3pm  
Tue 31 SGB Meeting: Budget & Fees 2024

### NOVEMBER

- Wed 1 MO4 to Subject Heads  
Staff Meeting – 2pm  
Thu 2 **INTERNAL EXAMS BEGIN**

WEEK 5 – DAY 6 DUTY WEEK: N. SALLIE/B. JORDAN

- Tue 7 Parents AGM: Budget & Fees 2024

WEEK 6 – DAY 1 DUTY WEEK: S.MYENDE/V.MAKWARA

WEEK 7 – DAY 6 DUTY WEEK: A.RAMCHURRAN/U.HESLOP

- Tue 21 **INTERNAL EXAM END**

WEEK 8 – DAY 1 DUTY WEEK: V. MAKWARA/J. HLONGWANE

- Mon 27 Exam Scripts Checked  
Analysis to DP  
2024 Matric Council Leadership Camp (27-29  
Nov)  
Return of Textbooks – Final Day  
Tue 28 Marks & Comments Entered  
Schedules Printed

### DECEMBER

- Fri 1 Promotions Meeting  
Awards Committee Meeting  
Testimonials Copied & Filed  
**NCS EXAMS END**

WEEK 9 – DAY 6 DUTY WEEK: A.SITHOLE/A.MAHARAJ

- Mon 4 Report comments edited  
Promotions Meeting - Staff  
Reports completed by Registrars on computer  
Tue 5 Reports completed by Grade Heads  
Parents Meetings – E110 Forms  
Wed 6 Reports Printed & Signed  
**STAFF YEAR END FUNCTION**  
Thu 7 Reports Copied & Filed  
Fri 8 E110 Forms Filed

WEEK 10 – DAY 1 DUTY WEEK: J. HLONGWANE/N. SALLIE

- Mon 11 **Reports Emailed**  
Wed 13 2024 Planning: Subjects – Department B  
Thu 14 2024 Planning: Subjects – Departments A  
Fri 15 **SCHOOL CLOSES**