



TERM-1-2018

IMPORTANT DATES AND WORK SCHEDULE

(ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE)

MONTH	WEEK	DATE/ DAY	EVENTS / ACTIVITIES
JAN	1	JAN 16 – TUE	<ul style="list-style-type: none"> <li>Staff briefing (09.00hrs) followed by Departmental meetings</li> <li>Teachers submit stationery requirements list to Secretary</li> <li>Selection of Grade Teachers and sticking of class lists</li> </ul>
		JAN 17 – WED	<ul style="list-style-type: none"> <li>Pupils report to School</li> </ul>
		JAN 19 – FRI	<ul style="list-style-type: none"> <li>Submission of term planners + Lesson plans to Head teacher for week 1 and 2.</li> </ul>
	2	JAN 25 – THURS	<ul style="list-style-type: none"> <li><b>Parent/Teacher interaction (14.10hrs)</b></li> </ul>
		WHOLE WEEK	<ul style="list-style-type: none"> <li>Subject teachers to inform pupils the correct titles of text books they need to borrow from the Library</li> <li>Subject Teachers also need to ensure all pupils have covered their exercise books</li> </ul>
FEB	4	FEB 9 – FRI	<ul style="list-style-type: none"> <li>All <b>Grade 8 and Grade 10</b> subject teachers to submit 3 Pupil's exercise books to the Secretary*</li> </ul>
		FEB 10 – SAT	<ul style="list-style-type: none"> <li><b>Annual Prize Giving Day – GIRLS</b></li> </ul>
	5	FEB 16 – FRI	<ul style="list-style-type: none"> <li>All <b>Grade 9 and Grade 11</b> subject teachers to submit 3 Pupil's exercise books to the Secretary*</li> </ul>
		FEB 17 – SAT	<ul style="list-style-type: none"> <li><b>Annual Prize Giving Day – BOYS</b></li> </ul>
	7	FEB 26 – MON	<ul style="list-style-type: none"> <li><b>MID TERM TESTS <u>BEGIN</u></b></li> </ul>
MAR	8	MAR 7 – WED	<ul style="list-style-type: none"> <li>MID TERM TESTS <u>END</u></li> </ul>
		MAR 8 – THUR	<b>PUBLIC HOLIDAY (Women's Day)</b>
		MAR 9 – FRI	<b>HOLIDAY (Mid-Term Break)</b>
	9	MAR 12 - MON	<b>Public Holiday – (Youth Day)</b>
		MAR 16 – FRI	<ul style="list-style-type: none"> <li><b>Last day for MID-TERM test entries by subject teachers</b></li> <li><b>Submission of Exam Papers by Coordinators to ExamComm</b></li> </ul>
	11	MAR 26 - WED	<ul style="list-style-type: none"> <li>Printing of ALL Examination papers BEGIN</li> </ul>
		MAR 27 – TUE	<ul style="list-style-type: none"> <li><b>Speech Contest for Girls (Afternoon)</b></li> </ul>
		MAR 28 – WED	<ul style="list-style-type: none"> <li><b>Speech Contest for Boys (10.35hrs)</b></li> </ul>
		MAR 30 <sup>th</sup> – APR 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li><b>HOLIDAY (EASTER WEEKEND)</b></li> </ul>
	APR	12	APR 3 – TUE
APR 4 – WED			<ul style="list-style-type: none"> <li><b>Parent/Teacher interaction (14.10hrs)</b></li> </ul>
13		Apr 9 – MON	<ul style="list-style-type: none"> <li><b>Theory Examinations BEGIN</b></li> </ul>
14		Apr 20 – FRI	<ul style="list-style-type: none"> <li><b>Theory Examinations END</b></li> </ul>
		Apr 21 – May 6	<ul style="list-style-type: none"> <li><b>End of Term holidays for pupils</b></li> </ul>
i		Apr 27 – May 3	<ul style="list-style-type: none"> <li><b>Staff break for End of Term 1</b></li> </ul>

Note : Teachers are advised to strictly adhere to the deadlines.

\* *Coordinators to check the remaining books for the respective grades according to the planned dates above*

**Bilal Valli**  
(Sec. Head)