

PIETERSBURG COMPREHENSIVE SCHOOL – QUARTERLY PROGRAM – TERM 4

WEEK 1

Tuesday – 1 October 2024

1. Assembly: S. Pieterse //
2. Staff meeting: 07:15
3. Playground duty: M. Semenya; T. Mathopa; M. Mavalela
4. Bus duty: M. Mohlake; Y. Manthata; M. Magagane
5. Handing out of Textbooks (follow procedure)
6. Planning files to Subject Heads --> DH -->DP -->Principal
(InterSen)
7. Submission: Subject Heads quarterly reports to DP – 3rd Term Results

Wednesday – 2 October 2024

1. Staff meeting: 07:15
2. Playground duty: M. Semenya; T. Mathopa; M. Mavalela
3. Bus duty: M. Mohlake; Y. Manthata; M. Magagane
4. Foundation Phase Preparation meetings

Thursday – 3 October 2024

1. Staff meeting: 07:15
2. Playground duty: C. Nzima; T. Moloto; L. Mphela
3. Bus duty: H. Hugo, C. Nzima, M. Semenya

Friday – 4 October 2024

1. Staff meeting: 07:15
2. Playground duty: C. Nzima; T. Moloto; L. Mphela
3. Bus duty: H. Hugo, C. Nzima, M. Semenya

WEEK 2

Monday – 7 October 2024

1. Assembly: Opening: L. Hlako //
2. Staff meeting: 07:15
3. Staff meeting: 13:30 – Mr. H.R Fick
4. Playground duty: Y. Manthata, P. Mboweni, M. Legodi
5. Bus duty: T. Mathopa, M. Letsie, W. Langa

Tuesday – 8 October 2024

1. Staff meeting: 07:15
2. Playground duty: Y. Manthata, P. Mboweni, M. Legodi
3. Bus duty: T. Mathopa, M. Letsie, W. Langa
4. InterSen – Start of Subject Meetings
5. Learner and parent support meeting – K. Rangongo
6. QMS Appraisal – D. Grobler ; J. Raselabe (Mr. H.R Fick)
7. InterSen – Subject file moderation – Send copies to DP

Wednesday – 9 October 2024

1. Staff meeting: 07:15
2. Playground duty: H. Hugo, M. Letsie, C. Ledwaba
3. Bus duty: R. Modiba, M. Kgole, F. Mphaki
4. Foundation Phase – Grade Head meeting
5. Meeting: Mathematics / Science / Technology / EMS – K.Rangongo

Thursday – 10 October 2024

1. Staff meeting: 07:15
2. Playground duty: H. Hugo, M. Letsie, C. Ledwaba
3. Bus duty: R. Modiba, M. Kgole, F. Mphaki

Friday – 11 October 2024

1. Staff meeting: 07:15
2. InterSen - Copy of textbook inventory list sent to DP
3. Playground duty: W. Langa, T. Maluleke, K. Mashapa
4. Bus duty: M. Mahlabegoana, R. Mokwatlo, M. Legodi
5. Birthday: I.M Malatji (12 October 2024)

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WEEK 3

Monday – 14 October 2024

1. Assembly: Opening: K. Mashapa //
2. Staff meeting: 07:15
3. Playground duty: W. Langa, T. Maluleke, K. Mashapa
4. Bus duty: M. Mahlabegoana, R. Mokwatlo, M. Legodi
5. InterSen book control – English (D.Grobler / H.R Fick)
6. Foundation Phase Meeting
7. Foundation Phase pre-moderation starts
8. Foundation Phase class visits start

Tuesday – 15 October 2024

1. Staff meeting: 07:15
2. InterSen book control: FAL – sent to Y. van Staden (Afrikaans) & C. Chokwe (African Languages)
3. Playground duty: A. Swart, L. Hlako, N. Ngoepe
4. Bus duty: B. Pretorius, D. Grobler, M. Maswime
5. Subject Meeting - English/Afrikaans – Y. van Staden
6. InterSen: FAL Meeting – C. Chokwe

Wednesday – 16 October 2024

1. Staff meeting: 07:15
2. Playground duty: A. Swart, L. Hlako, N. Ngoepe
3. Bus duty: B. Pretorius, D. Grobler, M. Maswime
4. InterSen book control: Mathematics (A. Moloto)
5. InterSen File moderation complete – Send copies to D. Grobler
6. Foundation Phase Concert (Grd. 1-3)

Thursday – 17 October 2024

1. Staff meeting: 07:15
2. Book control – Natural Sciences – sent to K. Rangongo
3. Playground duty: R. Modiba, B. Pretorius, M. Aphane
4. Bus duty: M. Aphane, L. Hlako, C. Ledwaba
5. Foundation Phase Concert (Grd. 1-3)

Friday – 18 October 2024

1. Staff meeting: 07:15
2. Playground duty: R. Modiba, B. Pretorius, M. Aphane
3. Bus duty: M. Aphane, L. Hlako, C. Ledwaba
4. InterSen book control: Social Sciences – sent to C. Chokwe
5. InterSen book control: EMS – sent to K. Rangongo
6. InterSen subject meetings end – send minutes to D. Grobler

WEEK 4

Monday – 21 October 2024

1. Assembly: Opening: T. Maluleke //
2. Staff meeting: 07:15
3. Playground duty: M. Maloba, M. Mohlake, F. Mphaki
4. Bus duty: M. Mavalela, M. Maloba, K. Ngoepe
5. InterSen – Submit scope of work
6. InterSen book control: LS/LO/CA – sent to M. Magagane
7. InterSen book control: Technology – sent to H.R Fick
8. Class visits: A. Opperman (Y. van Staden), K. Ngoepe (K. Rangongo), D. Grobler (H.R Fick)
9. Foundation Phase pre-moderation
10. Foundation Phase class visits

Tuesday – 22 October 2024

1. Staff meeting: 07:15
2. Playground duty: M. Maloba, M. Mohlake, F. Mphaki
3. Bus duty: M. Mavalela, M. Maloba, K. Ngoepe
4. Class visits: M. Mavalela (M. Magagane), M. Mphaki (A. Moloto), P. Mboweni (M. Magagane)

Wednesday – 23 October 2024

1. Staff meeting: 07:15
2. Playground duty: R. Mokwatlo, L. Saayman, M. Maswime
3. Bus duty: T. Maluleke, A. Moloto, L. Mphela
4. Class visits: S. Pieterse (C. Chokwe); L. Hlako (A. Moloto); L. Mphela (Y. van Staden)
5. Prefects' election – K. Rangongo
6. Birthday: C. Chokwe

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Thursday – 24 October 2024

1. Staff meeting: 07:15
2. Playground duty: R. Mokwatlo, L. Saayman, M. Maswime
3. Class visits: K. Mashapa (C. Chokwe); S. Maluleke (Y. van Staden); M. Aphane (D. Grobler)
4. Birthday: M. Aphane

Friday – 25 October 2024

1. Staff meeting: 07:15
2. Playground duty: M. Mahlabegoana, S. Pieterse, M. Magagane
3. Bus duty: P. Mboweni, A. Mphaho, N.Opperman
4. Class visits: M. Letsie (D. Grobler), L. Legodi (K. Rangongo), C. Chokwe (H.R Fick)
5. “FUN-RAISER” – Pirates and Princesses (Grd. R-3)
6. “FUN-RAISER” – Funky/Silly socks and hats (Grd. 4-7)
7. InterSen: Last day for pre-moderation
8. Birthday – M. Mavalela (26 October 2024)
9. Birthday – P. Rabothata (27 October 2024)

WEEK 5

Monday – 28 October 2024

1. Assembly: Opening – M. Letsie //
2. Staff meeting: 07:15
3. Playground duty: M. Mahlabegoana, S. Pieterse, M. Magagane
4. Bus duty: P. Mboweni, A. Mphaho, N.Opperman

Tuesday – 29 October 2024

1. Staff meeting: 07:15
2. Playground duty: A. Mphaho, M. Kgole, N. Opperman
3. Bus duty: S. Pieterse, A. Swart, K. Mashapa
4. Class visits: L. Saayman (Y. van Staden), M. Mathopa (A. Moloto), M. Magagane (K. Rangongo)
5. InterSen: Examination – scope of work for each grade.

Wednesday – 30 October 2024

1. Staff meeting: 07:15
2. Playground duty: A. Mphaho, M. Kgole, N. Opperman
3. Bus duty: S. Pieterse, A. Swart, K. Mashapa
4. Class visits: A. Moloto (D. Grobler), M. Mohlake (K. Rangongo), M. Maswime (C. Chokwe)

Thursday – 31 October 2024

1. Staff meeting: 07:15
2. Playground duty: M. Semenya, T. Mathopa, M. Mavalela
3. Bus duty: M. Mohlake, Y. Manthata, M. Magagane
4. Class visits: Y. van Staden (D. Grobler), K. Rangongo (H.R Fick), M. Maloba (C. Chokwe)

Friday – 1 November 2024

1. Staff meeting: 07:15
2. Playground duty: M. Semenya, T. Mathopa, M. Mavalela
3. Bus duty: M. Mohlake, Y. Manthata, M. Magagane
4. Foundation phase scopes must be out.
5. InterSen: All examination papers in safe.
6. Birthday: M. Kgole (3 November 2024)

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WEEK 6

Monday – 4 November 2024

1. Assembly: Opening: L. Legodi //
2. Staff meeting: 07:15
3. Playground duty: C. Nzima, T. Moloto, L. Mphela
4. Bus duty: H. Hugo, C. Nzima, M. Semanya
5. Prizegiving – Intermediate and Senior Phase
6. Foundation Phase assessment week

Tuesday – 5 November 2024

1. Staff meeting: 07:15
2. Playground duty: C. Nzima, T. Moloto, L. Mphela
3. Bus duty: H. Hugo, C. Nzima, M. Semanya
4. Prizegiving – Foundation Phase

Wednesday – 6 November 2024

1. Staff meeting: 07:15
2. Playground duty: Y. Manthata, P. Mboweni, M. Legodi
3. Bus duty: T. Mathopa, M. Letsie, W. Langa
4. Examination Session 1:
Grade 4-6: Study
Grade 7: Technology
5. Examination Session 2:
Grade 4-6: Life Skills
Grade 7: Geography

Thursday – 7 November 2024

1. Staff meeting: 07:15
2. Playground duty: Y. Manthata, P. Mboweni, M. Legodi
3. Bus duty: T. Mathopa, M. Letsie, W. Langa
4. Examination Session 1:
Grade 4-6: Study
Grade 7: Life Orientation
5. Examination Session 2:
Grade 4-6: Creative Arts
Grade 7: EMS

Friday – 8 November 2024

1. Staff meeting: 07:15
2. Playground duty: H. Hugo, M. Letsie, C. Ledwaba
3. Bus duty: R. Modiba, M. Kgole, F. Mphaki
4. Examination Session 1:
Grade 4-6: Study
Grade 7: Study
5. Examination Session 2:
Grade 4-6: History
Grade 7: Creative Arts

WEEK 7

Monday – 11 November 2024

1. Staff meeting: 07:15
2. Playground duty: H. Hugo, M. Letsie, C. Ledwaba
3. Bus duty: R. Modiba, M. Kgole, F. Mphaki
4. Foundation Phase assessment week
5. Examination Session 1:
Grade 4-6: Study
Grade 7: Study
6. Examination Session 2:
Grade 4-6: English HL
Grade 7: History

Tuesday – 12 November 2024

1. Staff meeting: 07:15
2. Playground duty: W. Langa, T. Maluleke, K. Mashapa
3. Bus duty: M. Mahlabegoana, R. Mokwatlo, M. Legodi
4. Examination Session 1:
Grade 4-6: Study
Grade 7: Study
5. Examination Session 2:
Grade 4-6: FAL
Grade 7: English HL

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Wednesday – 13 November 2024

1. Staff meeting: 07:15
2. Playground duty: W. Langa, T. Maluleke, K. Mashapa
3. Bus duty: M. Mahlabegoana, R. Mokwatlo, M. Legodi
4. Examination Session 1:
Grade 4-6: Study
Grade 7: Study
5. Examination Session 2:
Grade 4-6: Mathematics
Grade 7: FAL
6. Birthday: J. Nhlanguwini

Thursday – 14 November 2024

1. Staff meeting: 07:15
2. Playground duty: A. Swart, L. Hlako, N. Ngoepe
3. Bus duty: B. Pretorius, D. Grobler, M. Maswime
4. Grade R & Grade 1 – Meeting with NEW parents.
5. Examination Session 1:
Grade 4-6: Study
Grade 7: Study
6. Examination Session 2:
Grade 4-6: Geography
Grade 7: Mathematics P1

Friday – 15 November 2024

1. Staff meeting: 07:15
2. Playground duty: A. Swart, L. Hlako, N. Ngoepe
3. Bus duty: B. Pretorius, D. Grobler, M. Maswime
4. Examination Session 1:
Grade 4-6: Study
Grade 7: Natural Sciences
5. Examination Session 2:
Grade 4-6: Natural Sciences and Technology
6. Grade 7: Mathematics P2

WEEK 8

Monday – 18 November 2024

1. Assembly: Opening: L. Saayman
2. Staff meeting: 07:15
3. Playground duty: R. Modiba, B. Pretorius, M. Aphane
4. Bus duty: M. Aphane, L. Hlako, C. Ledwaba
5. InterSen – All textbooks collected and accounted for.
6. InterSen – Textbook replacement forms issued.

Tuesday – 19 November 2024

1. Staff meeting: 07:15
2. Playground duty: R. Modiba, B. Pretorius, M. Aphane
3. Bus duty: M. Aphane, L. Hlako, C. Ledwaba
4. Grade R – Graduation
5. InterSen – Textbook statistics to Y. van Staden

Wednesday – 20 November 2024

1. Staff meeting: 07:15
2. Playground duty: M. Maloba, M. Mohlake, F. Mphaki
3. Bus duty: M. Mavalela, A. Moloto, L. Mphela
4. All post-moderation completed

Thursday – 21 November 2024

1. Staff meeting: 07:15
2. Playground duty: M. Maloba, M. Mohlake, F. Mphaki
3. Bus duty: M. Mavalela, A. Moloto, L. Mphela
4. Foundation Phase – Year end function
5. All marks captured on SASAMS
6. Birthday: J. Magonwa

Friday – 22 November 2024

1. Staff meeting: 07:15
2. Playground duty: R. Mokwatlo, L. Saayman, M. Maswime
3. Bus duty: T. Maluleke, A. Moloto, L. Mphela
4. Control/Check marks – Subject Heads

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WEEK 9

Monday – 25 November 2024

1. Assembly: Opening: M. Mathopa /
2. Staff meeting: 07:15
3. Playground duty: R. Mokwatlo, L. Saayman, M. Maswime
4. Bus duty: T. Maluleke, A. Moloto, L. Mphela
5. Class schedules – controlled by class teacher – Apply Policy (Progression)

Tuesday – 26 November 2024

1. Staff meeting: 07:15
2. Playground duty: M. Mahlabegoana; S. Pieterse, M. Magagane
3. Bus duty: P. Mboweni, A. Mphaho, N. Opperman
4. Compile schedule for submission
5. Compile subject performance

Wednesday – 27 November 2024

1. Staff meeting: 07:15
2. Playground duty: M. Mahlabegoana; S. Pieterse, M. Magagane
3. Bus duty: P. Mboweni, A. Mphaho, N. Opperman
4. Submission of schedules
5. Update learner profiles – class teacher
6. Birthday: D. Phokungwana

Thursday – 28 November 2024

1. Staff meeting: 07:15
2. Playground duty: A. Mphaho, M. Kgole, N. Opperman
3. Bus duty: S. Pieterse, A. Swart, K. Mashapa
4. Classroom division for 2025

Friday – 29 November 2024

1. Staff meeting: 07:15
2. Playground duty: A. Mphaho, M. Kgole, N. Opperman
3. Bus duty: S. Pieterse, A. Swart, K. Mashapa
4. Timetables 2025

WEEK 10

Monday – 2 December 2024

1. Assembly: Opening – T. Moloto
2. Staff meeting: 07:15
3. Playground duty: M. Semenya, T. Mathopa, M. Mavalela
4. Bus duty: M. Mohlake, Y. Manthata, M. Magagane
5. Submission of written work report
6. Submission of curriculum coverage – Term 4

Tuesday – 3 December 2024

1. Staff meeting: 07:15
2. Playground duty: M. Semenya, T. Mathopa, M. Mavalela
3. Bus duty: M. Mohlake, Y. Manthata, M. Magagane
4. Check learner profiles – Departmental Heads & Deputy Principals
5. Print report cards

Wednesday – 4 December 2024

1. Staff meeting: 07:15
2. Playground duty: C. Nzima, T. Moloto, L. Mphela
3. Bus duty: H. Hugo, C. Nzima, M. Semenya
4. Reports to Principal for signing

Thursday – 5 December 2024

1. Staff meeting: 07:15
2. Playground duty: C. Nzima, T. Moloto, L. Mphela
3. Bus duty: H. Hugo, C. Nzima, M. Semenya
4. Communication with parents (failures) – completion of required documentation.

Friday – 6 December 2024

1. Staff meeting: 07:15
2. Playground duty: Y. Manthata; P. Mboweni, M. Legodi
3. Bus duty: T. Mathopa, M. Letsie, W. Langa
4. Textbook statistics to D.Grobler/H.R Fick

PIETERSBURG COMPREHENSIVE SCHOOL – QUARTERLY PROGRAM – TERM 4

WEEK 11

Monday – 9 December 2024

1. Assembly: Opening: H.R Fick
2. Staff meeting: 07:15
3. Playground duty: Y. Manthata; P. Mboweni, M. Legodi
4. Bus duty: T. Mathopa, M. Letsie, W. Langa

Tuesday – 10 December 2024

1. Staff meeting: 07:15
2. Playground duty: H. Hugo, M. Letsie, C. Ledwaba
3. Bus duty: R. Modiba, M. Kgole, F. Mphaki

Wednesday – 11 December 2024

1. Staff meeting: 07:15
2. Playground: H. Hugo, M. Letsie, C. Ledwaba
3. Bus duty: R. Modiba, M. Kgole, F. Mphaki
4. School closes for learners
5. Parent consultations – Handing out report cards (7:30 – 12:00)

Thursday – 12 December 2024

1. Staff meeting: 07:15
2. InterSen: Start preparing base-line assessments for Term 1 (February) – SIAS/Inclusive Education (ENG/FAL/MATHEMATICS)

Friday – 13 December 2024

1. Staff meeting: 07:15
2. School closes for educators and staff
3. Birthday: L. Turner (15 December 2024)
4. Birthday: M. Semanya (17 December 2024)
5. Birthday: L.A. Malatji (20 December 2024)