



SCHOOL PLAN FOR TERM III THE YEAR 2023



BUSINESS OF THE DAY	PERSONEL/LEVEL/ITEM	DATE	TIME	VENUE
1. Verification of professional documents	Head Teacher	29 th August, 2023	8:00 am → 12:00 pm	Head Teacher's office
2. Inspections	Home work & Class work H.T - Class work D.P.T-H.T - Homework	4 th → 8 th Sept, 2023	8:00 am → 4:00 pm	H.T's office Dpt- H.T Office
3. Entry Assessment	Grade 6 & Class 8	7 th → 9 th Sept, 2023	8:00 am → 4:00 pm	Designation on class
4. Pupil's Emotional and psychological wellbeing Assessment	Class teachers to hand over Feedback Report by	30 th Aug → 15 th Sept, 2023	8:00 am → 4:00 pm	Head Teacher's office
5. Subject panel meetings and report submissions by the chair.	Subject Panel Teachers	11 th → 15 th Sept, 2023	4:00pm	Place of choice
6. Staff meeting	Teachers & Admins	15 th Sept, 2023	4:00pm	School Hall
7. Inspections	Diaries, Home work & Class work H.T - Class work, diaries D.P.T-H.T - Homework	18 th → 22 nd Sept, 2023	8:00 am → 4:00 pm	H.T's office Dpt- H.T Office
8. Warm reception of the school visitors	Jamilo school stakeholders	18 th → 22 nd Sept, 2023	8:00 am → 4:00 pm	School Environ..
9. Release of report on Pupils Discipline level, school hygiene and possible recommendations	Madam caren-pre primary Madam Juliet -Lower primary Madam lencer-upper primary Madam Nancy Coodinating the Processes herein	25 th – 29 th Sept Assisted by. Md vivian Md Grace Mr Jacob	All business Transactions upon completion to be sent to;	H.T thro; Dp.HT's Office
10. Mid Term III Examinations	All levels	25 th – 29 th Sept 2023	8:00 am → 4:00 pm	Various classes
11. KNEC school based Assessment {written tests}	Mathematics and English Assessment for Grade 3	2 nd → 26 th Oct, 2023	8:00 am → 4:00 pm	Designation on class
12. KNEC school based Assessment {written tests}	Grade 4 and Grade 5	2 nd → 26 th Oct, 2023	8:00 am → 4:00 pm	Designation on class
13. Subject panel meetings and report submissions by the chair.	Subject Panel Teachers	9 th → 13 th Oct, 2023	4:00pm	Place of choice
14. End Term Examinations	All levels	16 th → 18 th Oct, 2023	8:00 am → 4:00 pm	Various classes
15. Staff meeting	Entire School	Thur 26 th Oct 2023	2:00pm	School Hall
16. Graduation Ceremony and Closing	Pre-primary Two	27 th Oct, 2023		