

SHINING STARS NURSERY AND PRIMARY SCHOOL- VVUMBA

PROPOSED WORKPLAN FOR TERM 3, 2025

WK	DATE	TIME	ACTIVITY	TARGET GROUP	INCHARGE
1	14 th Sept	9:00a.m- 5:00p.m	Receiving all boarders from holidays	Children in boarding	Teachers and Admins
	15 th Sept	7:00a.m- 5:00p.m	Receiving all children. Collecting and marking holiday packages.	All Children	All Teachers
	19 th Sept	7:00a.m- 5:00p.m	Submission of holiday packages	Class Teachers	DOS
2	22 nd Sept	7:50a.m	General Assembly	All teachers and Children	Head teacher
	22 nd - 23 rd Sept	9:00a.m	BOT EXAMS	All Children and Teachers	DOS
	25 th Sept	2:00p.m	Deadline for BOT results entry in the system	Class Teachers	DOS
3	29 th Sept	7:50a.m	Academic Assembly	All children and Teachers	DOS
	4 th Oct		Candidates' Levers party	Candidates and P.7 teachers	Administration
4	5 th Oct	TEACHERS' DAY CELEBRATIONS			
	9 th Oct	INDEPENDENCE DAY			
5	16 th - 17 th Oct	8:30a.m	MID Term Exams	All Children and Teachers	DOS
	18 th Oct	9:00a.m	Integrated Science and Mathematics Workshop		
6	21 st Oct	2:00p.m	Deadline for MID results entry in the system	All Class Teachers	DOS
	22 nd Oct	7:50a.m- 9:10a.m	Academic Assembly	All children and Teachers	DOS
	24 th Oct	4:20p.m	STAFF MEETING	All Staff	Head teacher
	25 th Oct	8:30a.m- 5:00p.m	Visitation Day/Class Day	All Staff and Children	All teachers
7	31 st Oct	9:00a.m- 12:00noon	DEDICATION FOR CANDIDATES	All Teachers and Candidates	DIRECTOR

8	3 rd - 6 th Nov	PRIMARY LEAVING EXAMINATION DAYS			
	8 th Nov	PRIMARY SEVEN TEACHERS' OUTING			Head teacher
10	18 th - 20 th Nov	8:30a.m	EOT EXAMS	All Children and Teachers	DOS
	22 nd Nov	4:00p.m	Deadline for assessment submission in the system	All Class Teachers	Head teacher
11	26 th Nov	8:00a.m	Printing Report Cards	Academic Office	Secretary
			Returning All School property	All Teachers	DOS
	29 th Nov	9:00a.m- 5:00p.m	Nursery Day Celebrations and Report Card issuing	All Children	All teachers
12	1 st Dec	9:00a.m	End of Term 3 Staff Meeting	All Staff members	Head teacher
	6 th Dec	END OF YEAR STAFF PARTY			

FROM ACADEMIC OFFICE

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CONFIRMED BY HEAD TEACHER

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