

**BA METHODISTHIGH SCHOOL CALENDAR 2023 -TERM 1**

Week	Theme	Monday	Tuesday	Wednesday	Thursday	Friday	Remarks
	<b>PUNCTUALITY</b>	Jan 30 PREP	31 Jan PREP Department Meeting	1Feb PREP All completed IWPs due to VP via HODs	2Feb PREP	3Feb PREP All workbooks to P	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing
1	<b>HUMILITY</b>	6Feb Textbook Issue Year 9-13 via Librarian toHODs& Subject Teachers Department Meeting Minutes to VP via HODs Orientation Year 9 and 11	7Feb Department Meeting 1 Textbook Issue Year 9-13 via HODs& Subject Teachers HODs meeting minutes to VP	8FebApril Textbook Issue Year 9-13 via HODs& Subject Teachers Department calendar & Paper Preparation Schedule to VP via HODs	9Feb Year 9-13 LTPs due to VP via HODs (hardcopy with current Syllabi) Textbook Issue Year 9-13 via HODs& Subject Feedback on transport Assistance to AP	10Feb Workbooks to HODs .HODs to VPTextbook Issuance Report to VP via HODs dar/year logbook/duty reportbook to ap	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing
2	<b>CHARITY</b>	13Feb Book Verification Week by HODs Hostel TOD report to AP	14Feb Gender Counselling Rugby League Registration	15 Feb Textbook Inspection by subject teachers	16 Feb House Meeting Feedback on transport Assistance to AP	17Feb HODs workbooks to VP Language and social Science department Teacher Workbooks to VP dar/year logbook/duty reportbook to ap	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing
3	<b>RESPONSIBILITY</b>	20Feb Book Verification reports to VP via HODs	21Feb Gender Counselling minutes to AP	22Feb short test papers& marking schemes due to VP via HODs Year 9-13	23Feb Textbook Inspection report to VP via HODs Feedback on transport Assistance to AP	24Feb HODs workbooks to VP Maths and Science department Teacher Workbooks to VP Prefects Investiture dar/year logbook/duty reportbook to ap	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing
4	<b>COURAGE</b>	27Feb Lesson Observation Week by HODs Prefects meeting Duty leader Hostel TOD report to AP	28 Feb Academic counselling Zoom Meeting – Careers Awareness Workshop	1Mar Target Setting short test one file to VP	2Mar Classroom Inspection -AP Feedback on transport Assistance to AP	3 Mar Collated papers to VPs office HODs workbooks to VP Interhouse program and event list to AP via DW dar/year logbook/duty reportbook to ap	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing
5	<b>IDENTITY</b>	6Mar Lesson Observation reports to VP via HODs Prefects meeting Duty leader Hostel TOD report to AP	7Mar Minutes Academic counselling to VP via Deans	8Mar Department Meeting SHORT TEST ONE	9Mar HODs workbooks to VP. TEST and Commerce department Teacher Workbooks to VP SHORT TEST ONE Feedback on transport Assistance to AP	10Mar INTERHOUSE Hostel weekend out dar/year logbook/duty reportbook to ap	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing
6		13Mar Remedial Work Prefects meeting Duty leader Hostel TOD report to AP	14Mar Department meeting minutes to VP COKE Squad meeting with coaches and DW	15Mar Textbook Inspection by subject teachers Department Analysis to VP. Teacher performance Analysis file to HODs Athletics training begins	16Mar Special room Inspection -VP Feedback on transport Assistance to AP	17Mar All workbooks to P Verified Master sheets to VP via Year Teachers. Teacher Performance Analysis file to VP via HODs. dar/year logbook/duty reportbook to ap	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting /Ongoing
7		20Mar HOD & Teacher Remedial files& slow learners counselling report to VP via HODs Prefects meeting Duty leader Hostel TOD report to AP	21Mar Gender /Academic Counselling Book Verification Week By HODs	22Mar Mar short test 2papers &Solutions due to VP via HODs Year 9-13	23 Textbook Inspection rept by subject teachers to HOD Feedback on transport Assistance to AP	24Mar HODs workbooks to VP Language and social Science department Teacher Workbooks to VP dar/year logbook/duty reportbook to ap	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing
8		27 Mar Gender/Academic Counselling Minutes to AP Prefects meeting Duty leader Hostel TOD report to AP	28Mar Book Verification report By HODs to VP	29Mar Classroom Inspection -AP	30Mar Feedback on transport Assistance to AP	31Mar Collated ST2 papers to VPs office HODs workbooks to VP Maths and Science department Teacher Workbooks to VP dar/year logbook/ duty reportbook to ap	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing
9		3Apr Lesson Observation Week by HODs Prefects meeting Duty leader Hostel TOD report to AP	4Apr	5Apr	6Apr SHORT TEST 2 Feedback on transport Assistance to AP	7Apr SHORT TEST 2 HODs workbooks to VP .TEST and Commece department Teacher Workbooks to VP Hostel Weekend Out	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing
10		Apr10 Remedial Work Prefects meeting Duty leader Hostel TOD report to AP	Apr1 11 Marks to Yar teachers and HODs via subject teachers.	Apr12 Lesson Observation report by HODs to VP Department Analysis to VP. Teacher performance Analysis file to HODs	Apr13 Term One QP/ANSBK and Marking scheme to VP via HODs Feedback on transport Assistance to AP	Apr14 HODs workbooks to VP Language and Social Science department Teacher Workbooks to VP Verified Master sheets to VP via Year Teachers. Teacher Performance . dar/year logbook/ duty reportbook to ap.Analysis file to VP via HODs zone meet	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing
11		Apr17 Prefects meeting Duty leader Hostel TOD report to AP	Apr18 Department Meeting	Apr19 Classroom Inspection -AP	Apr20 Feedback on transport Assistance to AP	Apr21 HODs workbooks to VP Maths and Science department Teacher Workbooks to VP. dar/year logbook/ duty reportbook to ap	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing
12		Apr24 Textbook Inspection by subject teachers Prefects meeting Duty leader Hostel TOD report to AP	Apr25 Department Meeting minutes to VP via HODs	Apr26 Academic counselling Collated Term One papers to VPs office	Apr27 Special room Inspection -VP Feedback on transport Assistance to AP	Apr28 HODs workbooks to VP .TEST and Commerce department Teacher Workbooks to VP dar/year logbook/ duty reportbook to ap	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing
13		May 1 Academic Counselling Minutes to VP Department Reports Term One to VP Prefects meeting Duty leader Hostel TOD report to AP Term One Examination begins	May 2 Textbook Inspection report by subject teachers to HOD	May 3	May 4 Feedback on transport Assistance to AP Feedback on transport Assistance to AP	May 5 All Workbooks to P Term One Exam Ends dar/year logbook/ duty reportbook to ap	Book Inspection /Lesson Observation by Admin /Coverage as per LTP. Literacy and Numeracy program.HODs Meeting Ongoing