

BA METHODIST HIGH SCHOOL CALENDAR 2025 -TERM 2

Week	THEME	Monday	Tuesday	Wednesday	Thursday	Friday	Remarks
1	Initiative	May 19 Staff Meeting/HODs meeting/Department Meetings/ Organisation	May20 Orientation Year 9 /Transport Assistance issues to AP	May21 Department and classroom requisition to VP &AP via HOD Deans and Year Teachers. Marks to Year Teachers and HODs	May22 Performance analysis files to HODs. Year 9-11 Mid Year blueprintsto VP via HODs HODs Meeting minutes to VP via NP.	May23 HODs workbook to VP/Teachers workbooks to HODs Performance analysis file and department analysis files to VP via HODs	Lesson observation/book inspection by Admin /literacy & numeracy ongoing
2	Ownership	May 26 slow learners and remedial files to VP .	May 27 Gender counselling Rugby and Soccer Registration.	May 28 Department Meeting 1 minutes to VP	May 29 Gender Meeting minutes to AP	May30 Maths Sc Teachers Work books to VP .DARAND Yearlogbooks to AP Coverage May due to VP via HODs	Lesson observation/book inspection by Admin /literacy & numeracy ongoing
3	Working together	June 2 Verification of FEMIS entries by Year Teachers Student Council Meeting	June 3 Short test 1 QP/ABK/MS to VP via HODs Gender Counselling minutes to AP Mid Year QP/AB&MS to VP via HODs	June 4 Completed IWPs to VP via HODs.	June 5	June 6 HODs workbook to VP Maths /Sc teachers workbooks to VP . DARAND Yearlogbooks to AP	Lesson observation/book inspection by Admin /literacy & numeracy ongoing
4		June 9 Year Targets short test one to VP via Year Teachers Lesson observation by HODs Department inspection begins Student Council Meeting	June 10 Textbook Issuance report to VP via HODs. Class Audit Begins	June 11 completed Bio data files to AP Classroom inspection by AP Department target& Mid Year target to VP via HODs	June 12 Project Progress Report to VP via HODs Year Teachers to update VP on Verification of FEMIS Entries.	June 13 HODs workbook to VP Eng/SSC teachers workbooks to VP. Prefects Induction DARAND Yearlogbooks to AP	Lesson observation/book inspection by Admin /literacy & numeracy ongoing
5	Cleanliness	June 16 Student Council Meeting OHS Meeting MK	June 17 Special Room Inspection EEP drill	June 12 Academic Counselling Collated Short Test Papers VPs Office Literacy and Numeracy intervention toVP	June 18 Project Progress Report to VP via HODs Lesson Observation Reports to VP via HODs Year Teachers Meeting AP	June 19 HODs workbook to VP PE/TEST and Commerce Teachers workbooks to VP DARAND Yearlogbooks to AP	Lesson observation/book inspection by Admin /literacy & numeracy ongoing
6	Healthy Living	June 23 coverage of work Feb due to VP via HODs Student Council Meeting OHS minutes to AP-MK	June 24 Academic Counselling minutes to VP short test 1 Year 9/10 PD2	June 19 Department Meeting 2 minutes to VP VP short test 1 Year 9-13 EEP drill report AP-MK	June 25 Project Progress Report to VP via HODs Interhouse short test 1 Year 9-13	June 26 HODs workbook to VP Interhouse Hostel weekend out Meet DARAND Yearlogbooks to AP	Lesson observation/book inspection by Admin /literacy & numeracy ongoing
7	Determination	June 30 Classroom inspection by AP Student Council Meeting	July 1 Language department meeting with VP	July 2 Maths Department Meeting with VP	July 3 Project Progress Report to VP via HODs .Leadership Training AP	July 4 short test 1 Year 9-13 All workbook to P DARAND Yearlogbooks to AP	Lesson observation/book inspection by Admin /literacy & numeracy ongoing Out reach
8	Enthusiasm	July 7 Gender Counselling Student Council Meeting	July 8 Marks to Year Teachers and HODs via subject teachers	July 9 Department analysis to VP via HODs	July Project Progress Report to VP via HODs Performance analysis file to VP via HODs Master sheets to VP via Year Teachers	July 11 HODs workbook to VP HODs workbook to VP Maths /Sc teachers workbooks to VP . DARAND Yearlogbooks to AP	Lesson observation/book inspection by Admin /literacy & numeracy ongoing
9	Hard work	July 14 Short test 2 QP/ABK/MS to VP via HODs Student Council Meeting	July 15 Remedial files to VP via HODs.	July 16 slow learners counselling file to VP via HODs Year Teachers Meeting AP	July Project Progress Report to VP via HODs	July 18 HODs workbook to VP HODs workbook to VP Eng/SSC teachers workbooks to VP. DARAND Yearlogbooks to AP	Lesson observation/book inspection by Admin /literacy & numeracy ongoing
10	Be Kind	July 21 Department target short test 2 to VP via HODs Student Council Meeting	July 22 Coverage of Work March to VP via HODs OHS Meeting -MK	July 23 Literacy and Numeracy intervention toVP	July 24 Project Progress Report to VP via HODs	July 25 HODs workbook to VP HODs workbook to VP PE/TEST and Commerce Teachers workbooks to VP Zonal Meet DARAND Yearlogbooks to AP	Lesson observation/book inspection by Admin /literacy & numeracy ongoing
11	Prayer	July 28 Year Targets short test 2 to VP via Year Teachers Book Inspection by HODs Student Council Meeting	July 29 Gender Counselling minutes to AP OHS Meeting minutes to AP-MK	July 30 A Textbook inspection report to VP via HODs	July 31 Project Progress Report to VP via HODs Leadership Training AP	Aug HODs workbook to VP HODs workbook to VP Maths /Sc teachers workbooks to VP . DARAND Yearlogbooks to AP	Lesson observation/book inspection by Admin /literacy & numeracy ongoing Out reach
12	Accept Yourself	Aug 4 Student Council Meeting	Aug 5 Academic Counselling Classroom Inspection by AP	Aug 6 Book inspection report to VP via HODs	Aug 7 Project Progress Report to VP via HODs HODs workbook to VP HODs workbook to VP Eng/SSC teachers workbooks to VP. DARAND Year logbooks to AP Hostel weekend out	Aug 8 Good Friday	Lesson observation/book inspection by Admin /literacy & numeracy ongoing
13	Confidence	Aug 11 Easter Monday	Aug 12 Academic Counselling minutes to VP Book Inspection Report to VP via HODs Department inspection report to P via VP Student Council Meeting	Aug 13 Collated Short Test Papers VPs Office Department Meeting 3 minutes to VP Literacy and Numeracy intervention to VP	Aug 14 Project Progress Report to VP via HODs	Aug 15 Term 1 Department reports to VP via HODs. HODs workbook to VP DARandYearlogbooks to AP	Lesson observation/book inspection by Admin /literacy & numeracy ongoing
14	Being grateful	Aug 18 Short test Year 9 and 10 Student Council Meeting	Aug 19 Short Test 2 9-13	Aug 20 Short Test 2 9-13	Aug 21 Coverage of work April to VP via HODs	Aug 22 All workbooks to P/Specialist room keys to P/Logbooks and DAR to AP Enjoyable Holidays	Lesson observation/book inspection by Admin /literacy & numeracy ongoing