

**BA METHODIST HIGH SCHOOL CALENDAR 2025 - TERM 3**



Week	Theme	Monday	Tuesday	Wednesday	Thursday	Friday
1	Team work	Sep 8 Public holiday Prophets Birthday	Sep 9 Term 2 short test marks to Year teachers and HODs via subject teachers. ASSEMBLY Literacy & Numeracy progress files to VP via Maths & Language SSC/SD/RS/NSC Revision Plans Year 13 via HODs to VP	Sep 10 Verified master sheets to VP Transport Assistance Issues report to AP via Year teachers Year 13 Engl/Bio/Chem project samples to VP via HOD Department Analysis to VP via HODs Nailaga and hostel students meeting Year 12 and 13	Sep 11 & Performance Analysis files to HODs via subject teachers Year 12 English/Year 13 Maths/Physics project samples to VP via HODs Academic and Gender Counselling	Sep 12 Parents Day Year 12 & 13 Language and social science /workbooks to VP via HODs All HODs workbooks to VP DAR and Year logbook to AP Performance Analysis files to VP via HODs Revision Plans Year 12 via HODs to VP. Final Entry of Marks for IA.
2	Time management	Sep 15 Lesson Observation by HODs Hostel report book to AP via Duty Teacher Year 12 & 13 Annual blue Prints due to VP via HODs	Sep 16 Textbook inspection report to VP via HODs ASSEMBLY Gender and Academic Counselling minutes to VP via Deans 18 Collated Trial Papers to VPs office for storage	Sep 17 Item Analysis, slow learners counselling and remedial files to VP via HODs Transport Assistance Issues report to AP via Year teachers department meeting minutes 1	Sep	Sep 19 Maths & Science Teachers workbooks to VP via Hods. All HODs workbooks to VP DAR and Year logbook to AP Trial Year 12/13
3	Express Yourself	Sep 22 Book Verification by HODs Trial Year 12/13	Sep 23 ASSEMBLY s to VP via HODs Trial Year 13	Sep 24 Transport Assistance Issues report to AP via Year teachers Trial Year 12/13	Sep 25 YR 13 Annual QP/ANBK/MS to VP via HODs Trial Year 12/13	Sep 26 TEST & Commerce Teachers workbooks to VP via HODs. All HODs workbooks to VP DAR and Year logbook to AP Trial Year 12/13
4	Unlock your potential	Sep 29 Trial marks to Year teachers and HODs via subject teachers 12/13	Sep 30 Coverage of work September to VP via HODs ASSEMBLY Hostel report book to AP via Duty Teachers Verified master sheets to VP 12/13	Oct 1 Transport Assistance Issues report to AP via Year teachers Department Analysis to VP via HODs	Oct 2 Book Verification report due to VP via HODs. Performance Analysis files to HODs via subject teachers Year 12/13 YR 12 Annual QP/ANBK/MS to VP via HODs	Oct 3 All Teachers workbook to HOS DAR and Year logbook to AP.
5	Academic Honesty	Oct 6 Annual Blue prints Year 9-11 to VP via HODs Hostel report book to AP via Duty Teachers	Oct 7 Lesson observation reports to VP via HODs	Oct 8 Transport Assistance Issues report to AP via Year teachers department meeting minutes 2 to VP via HODs	Oct 9 Academic Counselling 12 & 13 Hostel Weekend Out	Oct 10 FIJI DAY
6	Self Awareness	Oct 13 Enrollment Year 9 2026 begins ANNUAL EXAM 13 Hostel report book to AP via Duty Teachers Year 9 Enrollment DW/JN/SS/	Oct 14 ANNUAL EXAM 13	Oct 1 Transport Assistance Issues report to AP via Year teachers ANNUAL EXAM 13	Oct 16 Literacy & Numeracy /Intervention files to VP via Maths & Language HODs ANNUAL EXAM 12/13	Oct 17 Maths & Science Teachers workbooks to VP via Hods. All HODs workbooks to VP DAR and Year logbook to AP ANNUAL EXAM 12/13
7	Positive Attitude	Oct 20 Hostel report book to AP via Duty Teachers ANNUAL EXAM 12	Oct 21 DIWALI	Oct 22 Transport Assistance Issues report to AP via Year teachers. Verified master sheets to VP ANNUAL EXAM 12 Department Analysis 13 YEAR 13 Entry of Marks on FEMIS	Oct 23 & Performance Analysis files to VP via HOD 9-11 Annual Exam yr 12 QP/ANBK/MS to VP via HOD	Oct 24 TEST & Commerce Teachers workbooks to VP via HODs. All HODs workbooks to VP yr 13 slow learners counselling and remedial files to VP DAR and Year logbook to AP
Self Care	Oct 27 Year 13 Item Analysis, slow learners counselling and remedial files to VP via HODs Hostel report book to AP via Duty Teachers Year 12 Marks to Year Teachers and HODs YEAR 13 CE BEGINS	Oct 28 ASSEMBLY Year 12 Annual Master sheets to VP YEAR 13 CE	Oct 29 Transport Assistance Issues report to AP via Year teachers Department Analysis 12 YEAR 12 Entry of Marks on FEMIS	Oct 30 Literacy & Numeracy /Intervention files to VP via Maths & Language HODs YEAR 13 CE	Oct 31 All Teachers workbook to HOS. DAR and Year logbook to AP YEAR 13 CE Performance Analysis files to VP via HODs	Department Inspection /Book Inspection /Lesson Observation by Admin /Literacy & Numeracy /Uniform Inspection Ongoing Weekly HODs meeting Day 3
Determination	Nov 3 Teacher Assessment by HODs Hostel report book to AP via Duty Teachers Year 12 Item YEAR 13 CE Analysis, slow learners counselling and remedial files to VP via HODs	Nov 4 Collated Annual papers to VPs office. YEAR 13 CE	Nov 5 Transport Assistance Issues report to AP via Year teachers YEAR 13 CE	Nov 6 YEAR 13 CE	Nov 7 All HODs workbooks to VP DAR and Year logbook to AP YEAR 13 CE ENDS	Department Inspection /Book Inspection /Lesson Observation by Admin /Literacy & Numeracy /Uniform Inspection Ongoing Weekly HODs meeting Day 3
Responsibility	Nov 10 REVISION YEAR 12 ANNUAL EXAM YEAR 9-11 BEGINS	Nov 11 Stock officers to organize BOS venues. Hostel report book to AP via Duty Teachers YEAR 12 CE EXAMS BEGINS	Nov 12 Transport Assistance Issues report to AP via Year teachers Board of Survey Begins YEAR 12 CE EXAMS department meeting minutes 3 to VP via HODs	Nov 13 Literacy & Numeracy /Intervention files to VP via Maths YEAR 12 CE EXAMS	Nov 14 All HODs workbooks to VP DAR and Year logbook to AP Hostel Weekend Out ANNUAL EXAMINATION ENDS 9-11	Department Inspection /Book Inspection /Lesson Observation by Admin /Literacy & Numeracy /Uniform Inspection Ongoing Weekly HODs meeting Day 3
Empowerment	Nov 17 Awards Committee Meeting with P Hostel report book to AP via Duty Teachers YEAR 12 CE EXAMS	Nov 18 YEAR 12 CE EXAMS	Nov 22 Transport Assistance Issues report to AP via Year teacher YEAR 12 CE EXAMS	Nov 20 YEAR 12 CE EXAMS	Nov 21 All HODs workbooks to VP DAR and Year logbook to AP YEAR 12 CE EXAMS ENDS	Weekly HODs meeting Day 3
to greatness	Nov 24 Hostel report book to AP via Duty Teachers	Nov 25 Verified marks to Year teachers and HODs	Nov 29 Transport Assistance Issues report to AP via Year teachers Verified master sheets to VP Annual Awards Day	Nov 27 Department Analysis & Performance Analysis files to VP via HODs	Nov 28 All HODs workbooks to VP. HOD Term End Reports to VP DAR and Year logbook to AP	APA Assessment Weekly HODs meeting Day 3 Staff Social
te efforts	Dec 1 Department teacher loading to VP Annual awards committee meeting with HOS.	Dec 2 Board of Survey reports to AP	Dec 3 Transport Assistance Issues report to AP via Year teachers	Dec 4 Board of Survey reports to P via AP	Dec 5 All workbooks to P Enjoyable holidays Teacher clearance DAR to P Office DAR and Year logbook to AP	Clearance /handing over /Securing resources