



Thuto Tsebo Public School

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SCHOOL OPERATIONAL PLAN

2024

JANUARY

DATE	ACTIVITY	RESPONSIBLE PERSON
11 – 12 January 2024	SMT and Support Staff Report for Duty	Principal
15 January 2024	All Staff Report for Duty	SMT and Support Staff
15 - 16 January 2024	Orientation of Grade R and 1 Learners	Foundation Phase Educators
15 – 16 January 2024	Allocation of Learners to their classes	All Educators
15 – 16 January 2024	Issuing out of Stationery to Learners	LTSM Committee
15 January 2024	SMT Meeting	Principal
17 January 2024	School Re opens for Learners	All Staff Members and Learners
19 January 2024	Update and Movement of Learners Profiles	Departmental Heads/Principal
19 January 2024	SGB Meeting	SGB Chairperson
22 January 2024	Grade 1 & 2 Educators Meeting	Me Mohlamme M.L
24 January 2024	Developmental Workshop : How to support Progressed and Struggling Learners	Principal
25 January 2024	Identify and compile a list of retained, progressed and at risk learners (level 1 & 2)	All subject teachers
25 January 2024	Grade 2 & 3 Educators Meeting	Me. Mohlamme M.M
26 January 2024	Submission of the lists of learners identified to the principal office.	Departmental Head
26 January 2024	Monitor Deputy Principal Work (Me Mkwazazi)	Principal
29 January 2024	SBST Meeting	SBST Coordinator
29 January 2024	SMT Meeting	Principal
30 January 2024	Staff Meeting	Principal
31 January 2024	Grade 3 & 4 Educators Meeting	Me. Mkwazazi A.E
31 January 2024	Signing of Work Plans	All SMT Members
31 January 2024	Monitor Deputy principal's Work (Me Shabalala)	Principal
31 January 2024	Monitoring of Learners Work	Principal

FEBRUARY

01February 2024	Grade 4 – 7 Educators Meeting	Mr Mkwazazi M.A
06 February 2024	Parents Meeting	SGB Chairperson
09 February 2024	Control of Financial File and Books (January)	Principal
09 February 2024	Submission of SNA 1 & 2 for all progressed learners to the Principal Office.	All Class Managers (Foundation)
12 February 2024	Fincom Meeting	Fincom Chairperson
13 February 2024	Submission of SNA 1 & 2 for all progressed learners to the Principal Office.	All Class Managers (INTERSEN)
14 February 2024	Valentine's Day	Me Motaung M.I
14 -16 February 2024	Audit Activity	Heyns & Kie Auditors /(AORA)
15 February 2024	SMT Meeting	Principal

15 February 2024	NSNP Meeting	Mr Kambule M.M
16 February 2024	Submission of Individual Support Plan per identified individual learner per subject to the principal office.	All Educators
16 February 2024	Photo Shoot	Me Motaung M.I
20 February 2024	SBST Meeting	SBST Coordinator
21 February 2024	SMT Meeting	Principal
21 February 2024	Safety Committee Meeting	Me. Mohlamme M.L
22 February 2024	Health and Right to Care (Grade 6 Learners)	SBST Coordinator
22 February 2024	Emergency Drill	Me Mohlamme M.L
23 February 2024	Monitoring of Learners Work	Principal
23 February 2024	Monitor Deputy Principal's Work (Me Mkwanazi)	Principal
27 February 2024	Staff Meeting	Principal
28 February 2024	Monitor Deputy Principal's Work (Me Shabalala)	Principal
29 February 2024	Verification of Curriculum Coverage : Book Control	All SMT Members

MARCH

04 March 2024	Writing of Formal Assessment Tasks Commence	All Educators
05 March 2024	Staff Meeting	Principal
07 March 2024	Monitoring and Control of implementation of the ISP per individual learner.	Mr Kambule M.M/ Departmental Head
07 March 2024	NSNP Committee Meeting	Mr Kambule M.M
08 March 2024	Control of Financial File and Books (February)	Principal
07 March 2024	SMT Meeting	Principal
09 March 2024	Out Match : Tharollo Public School	Sports Committee
09 March 2024	Nomination and Election of SGB Members	School Electoral Officer
14 March 2024	Safety Committee Meeting	Me. Mohlamme M.L
15 March 2024	Writing of Formal Assessment Task Ends	All Educators
15 March 2024	Induction of Newly Elected SGB Members	Principal
18 March 2024	Human Rights Day Lecture	Mr Mosea M.H
18 – 20 March 2024	Marking of FAT and Punching of Marks	All Educators
20 March 2024	School Closes	All Staff Members and Learners

APRIL

03 April 2024	Schools Re opens	All Staff Members and Learners
03 April 2024	Post Moderation of Formal Assessment Task	All Departmental Heads
04 April 2024	Moderation of Schedules	Principal
04 April 2024	Signing of Learners Progress Reports	Principal
04 April 2024	SMT Meeting	Principal
05 April 2024	Hand out of Learners Progress Reports	All Class Mangers
09 April 2024	Staff Meeting	Principal
11 April 2024	Parents Meeting	SGB Chairperson
12 April 2024	Monitoring and Control of implementation of the	Mr Kambule M.M/ Departmental

	ISP per individual learner.	Head
12 April 2024	Safety Committee Meeting	Me Mohlamme M.L
19 April 2024	Distribution of Application Forms for 2025 New Learners Intake	School Admission Team
20 April 2024	In Match : Letlotlo Public School	Sports Committee
22 – 23 April 2024	Self – Appraisal by Educators	All Educators
22 April 2024	SBST Meeting	SBST Coordinator
22 April 2024	Monitoring and Control of implementation of the ISP per individual learner.	Mr Kambule M.M/ Departmental Head
23 April 2024	Staff Meeting	Principal
24 April 2024	SMT Meeting	Principal
25 April 2024	Verification of Curriculum Coverage : Book Control	All SMT Members
26 April 2024	Accountability Session	Principal
26 April 2024	Control of Financial File (March)	Principal
26 April 2024	Freedom Day Lecture	Mr Nthebe N.E
29 April 2024	NSNP Committee Meeting	Mr Kambule M.M
29 April 2024	Monitor Deputy Principal's Work (Me Mkwanazi)	Mr Kambule M.M
30 April 2024	Fincom Meeting	Fincom Chairperson
30 April 2024	Monitoring of Learners Work	Principal
30 April 2024	Monitor Deputy Principal's Work (Me Shabalala)	Principal

MAY

02 May 2024	SMT Meeting	Principal
03 May 2024	Receive Application Forms for New Learners	School Admission Team
06 – 17 May 2024	Lesson Observation	Deputy Principal and D.H
07 May 2024	SGB Meeting	SGB Chairperson
10 May 2024	Developmental Workshop: PAM Document	Principal
14 May 2024	SMT Meeting	Principal
15 May 2024	Safety Committee Meeting	Me Mohlamme M.L
17 May 2024	Monitoring and Control of implementation of the ISP per individual learner.	Mr Kambule M.M/ Departmental Head
17 May 2024	Moderation of Formal Assessment Task (TERM 2)	All Departmental Head
21 May 2024	SBST Meeting	SBST Coordinator
22 May 2024	NSNP Committee Meeting	Mr Kambule M.M
23 May 2024	Emergency Drill	Me Mohlamme M.L
25 May 2024	In Match : Dr Mngoma Public School	Sports Committee
27 May 2024	Writing of Formal Assessment Task Commence	Educators and Learners
28 May 2024	SMT Meeting	Principal
29 May 2024	Monitor Deputy Principal's Work (Me Shabalala)	
30 May 2024	Monitoring of Learners Work	Principal
31 May 2024	Monitor Deputy Principal's Work (Me Mkwanazi)	Principal
31 May 2024	Placement of New Learners (List A,B,C)	School Admission Team

JUNE

04 June 2024	Staff Meeting	Principal
06 June 2024	NSNP Committee Meeting	Mr Kambule M.M
06 June 2024	Monitoring and Control of implementation of the ISP per individual learner.	Mr Kambule M.M/ Departmental Head
07 June 2024	Control of Financial File and Books (April and May)	Principal
07 June 2024	Submission of Appraisal Instrument for verification to the Principal Office. (Mid –Year)	Departmental Head.
07 June 2024	Writing of Formal Assessment Task Ends	Educators and Learners
10 June 2024	Youth Day Lecture	Me. Zulu A.A
10 – 13 June 2024	Marking of FAT and Punching of Marks	All Educators
11 June 2024	SMT Meeting	Principal
11 June 2024	Fincom Meeting	Fincom Chairperson
12 June 2024	SBST Meeting	SBST Coordinator
13 June 2024	SGB Meeting	SGB Chairperson
14 June 2024	Schools Closes	All Staff Members and Learners

JULY

09 July 2024	School Re opens	All Staff Members and Learners
09 July 2024	SGB Meeting with Learners	SGB Chairperson
09 July 2024	Post Moderation of Formal Assessment Task	All Departmental Heads
10 July 2024	Moderation of Schedules	Principal
11 July 2024	Signing of Learners Progress Reports	Principal
12 July 2024	Hand out of Learners Progress Reports	Educators
15 July 2024	Control of Financial File and Books (June)	Principal
16 July 2024	SBST Meeting	SBST Coordinator
17 July 2024	NSNP Committee Meeting	Mr Kambule M.M
17 July 2024	SMT Meeting	Principal
18 July 2024	Monitoring and Control of implementation of the ISP per individual learner.	Mr Kambule M.M/ Departmental Head
19 July 2024	Verification of Curriculum Coverage : Book Control	All SMT Members
23 July 2024	Fincom Meeting	Fincom Chairperson
25 July 2024	Safety Committee Meeting	Me Mohlamme M.L
26 July 2024	Monitoring of Learners Work	Principal
29 July 2024	Monitor Deputy Principal's Work (Me Mkwanazi)	Principal
29 July 2024	SMT Meeting	Principal
30 July 2024	Accountability Session	Principal
31 July 2024	Monitor Deputy Principal's Work (Me Shabalala)	Principal

AUGUST

01 August 2024	Staff Meeting	Principal
05 August 2024	National Women's Day Lecture	Mr Mthombeni S.S
07 August 2024	Parents Meeting	SGB Chairperson
07 August 2024	Monitoring and Control of implementation of the ISP per individual learner.	Mr Kambule M.M/ Departmental Head

13 August 2024	SMT Meeting	Principal
15 August 2024	Safety Committee Meeting	Me Mohlamme M.L
21 August 2024	Developmental Workshop: Grievance Procedure	Principal
22 August 2024	Emergency Drill	Me Mohlamme M.L
23 August 2024	Fun Day	Me. Motaung M.I
26 August 2024	Moderation of Formal Assessment Task	All Departmental Heads
27 August 2024	SBST Meeting	SBST Coordinator
28 August 2024	Monitor Deputy Principal Work (Me Mkwanazi)	Mr Kambule M.M
29 August 2024	Monitoring and Control of implementation of the ISP per individual learner.	Mr Kambule M.M/ Departmental Head
29 August 2024	Spot Check Learners Work	Principal
30 August 2024	Monitor Deputy Principal Work (Me Shabalala)	Principal

SEPTEMBER

02 September 2024	Writing of Formal Assessment Task Commence	Educators and Learners
02 September 2024	Control of Financial File and Books (July and Aug)	Principal
03 September 2024	SMT Meeting	Principal
06 September 2024	Spring Day	Me Motaung M.I
07 September 2024	Out Match : Relebohile Intermediate School	Sports Organiser
10 September 2024	NSNP Committee Meeting	Mr Kambule M.M
11 September 2024	Staff Meeting	Principal
12 September 2024	Fincom Meeting	Fincom Chairperson
13 September 2024	Writing of Formal Assessment Task Ends	Educators and Learners.
16 – 18 September 2024	Marking of FAT and Punching of Marks	All Educators
17 September 2024	SGB Meeting	SGB Chairperson
17 September 2024	SMT Meeting	Principal
20 September 2024	Grade 7 Learners Farewell Function & Camp	Mr Mofokeng L.R
20 September 2024	School Closes	All Staff Members and Learners
25 – 27 September 2024	Educational Tour	Me. Motaung M.I

OCTOBER

01 October 2024	Schools Re open	All Staff Members and Learners
01 October 2024	Post Moderation of Formal Assessment Task	All Departmental Heads
02 October 2024	Moderation of Schedules	Principal
02 October 2024	SMT Meeting	Principal
03 October 2024	Signing of Learners Progress Reports	Principal
04 October 2024	Control of Financial File and Books (September)	Principal
04 October 2024	Hand out Of Learners Progress Reports	Educators
07 October 2024	NSNP Committee Meeting	Mr Kambule M.M
07 – 08 October 2024	Self- Appraisal by Educators	All Educators
08 October 2024	Fincom Meeting	Fincom Chairperson
10 October 2024	SGB Meeting with Staff	SGB Chairperson
10 October 2024	Prospective Learners Parents Meeting	Departmental Heads (F.P)
10 – 11 October 2024	Pre Appraisal Discussion	Appraise and Appraiser

15 October 2024	Verification of Curriculum Coverage (Book Check)	All SMT Members
17 October 2024	Accountability Session	Principal
21 October 2024	SBST Meeting	SBST Coordinator
21 – 25 October 2024	Lesson Observation	Deputy Principal and D.H
23 October 2024	Staff Meeting	Principal
24 October 2024	SMT Meeting	Principal
24 October 2024	Safety Committee Meeting	Me Mohlamme M.L
28 October 2024	Moderation of Final Formal Assessment Task	All Departmental Heads
29 October 2024	Budget Meeting	SGB Chairperson
30 October 2024	Spot Check Learners Work	Principal
31 October 2024	Monitor Deputy Principal's Work	Principal

NOVEMBER

01 November 2024	Prize Giving Day	School Academic Committee
05 November 2024	SMT Meeting	Principal
08 November 2024	Grade R Function	Me Mohlamme M.L
18 November 2024	Writing of Final Formal Assessment Commence	Educators and Learners
13 November 2024	Safety Committee Meeting	Me Mohlamme M.L
15 November 2024	Promotion and Progression Meeting	School Academic Committee
07 November 2024	Verification and signing of Annual Appraisal Documents	Principal
14 November 2024	SBST Meeting	SBST Coordinator
29 November 2024	Writing of Final Formal Assessment Ends	Educators and Learners
18 - 29 November 2024	Marking and Punching of Marks	All Educators
19 November 2024	SMT Meeting	Principal
27 November 2024	Parents Meeting of Learners who are going to fail	Principal

DECEMBER

02 December 2024	Post Moderation of Scripts	Departmental Heads
05 December 2024	Moderation and Signing of Schedules	School Management Team
06 December 2024	Submission of Schedules to the Circuit Manager	School Academic Committee
09 – 10 December 2024	Signing of Learners Progress Reports	Principal
11 December 2024	Hand Out of Progress Reports to Parents	All Educators
11 December 2024	Control of Financial File and Books (Oct – Dec)	Principal
13 December 2024	School Closes	All Staff Members and Learners

- ❖ All leave forms to be submitted to the principal office every Thursday before 10H00
- ❖ Payment authorization for all SGB paid employees to be submitted to the principal office by the 15th of each month for payment to be processed on the 20th


Principal