



SCHOOL PLAN FOR TERM III THE YEAR 2023



BUSINESS OF THE DAY	PERSONEL/LEVEL/ITEM	DATE	TIME	VENUE
1. Verification of professional documents	Head Teacher	29 th August,2023	8:00 am → 12:00 pm	Head Teacher's office
2.Inspections	Home work & Class work H.T - Class work D.P.T-H.T - Homework	4 th → 8 th Sept,2023	8:00 am → 4:00 pm	H.T's office Dpt- H.T Office
3.Entry Assessment	Grade 6 & Class 8	7 th → 9 th Sept,2023	8:00 am → 4:00 pm	Designation class
4.Pupil's Emotional and psychological wellbeing Assessment	Class teachers to hand over Feedback Report by	30 th Aug → 15 th Sept, 2023	8:00 am → 4:00 pm	Head Teacher's office
5.Subject panel meetings and report submissions by the chair.	Subject Panel Teachers	11 th → 15 th Sept, 2023	4:00pm	Place of choice
6.Staff meeting	Teachers & Admins	15 th Sept, 2023	4:00pm	School Hall
7.Inspections	Diaries,Home work & Class work H.T - Class work,diaries D.P.T-H.T - Homework	18 th → 22 nd Sept ,2023	8:00 am → 4:00 pm	H.T's office Dpt- H.T Office
8.Warm reception of the school visitors	Jamilo school stakeholders	18 th → 22 nd Sept ,2023	8:00 am → 4:00 pm	School Environ..
9.Release of report on Pupils Discipline level , school hygiene and possible recommendations	Madam caren-pre primary Madam Juliet -Lower primary Madam lencer-upper primary Madam Nancy Coodinating the Processes herein	25 th – 29 th Sept Assisted by. Md vivian Md Grace Mr Jacob	All business Transactions upon completion to be sent to;	H.T thro; Dp.HT's Office
10.Mid Term III Examinations	All levels	25 th – 28 th Sept 2023	8:00 am → 4:00 pm	Various classes
11.Mid Term III examination Results discussions with Parents inclusion	All levels	29 th Sept 2023	8:00 am → 4:00 pm	Various classes
12.KNEC school based Assessment {written tests}	Mathematics and English Assessment for Grade 3	2 nd → 26 th Oct , 2023	8:00 am → 4:00 pm	Designation class
13.KNEC school based Assessment {written tests}	Grade 4 and Grade 5	2 nd → 26 th Oct , 2023	8:00 am → 4:00 pm	Designation class
14.Class 8 and Grade 6 Parents meeting	Admins and Parents	3 rd Oct , 2023	3:00 pm → 4:00 pm	School Hall
15.Subject panel meetings and report submissions by the chair.	Subject Panel Teachers	9 th → 13 th Oct, 2023	4:00pm	Place of choice
16.End Term Examinations	All levels	16 th → 18 th Oct, 2023	8:00 am → 4:00 pm	Various classes



CONT' SCHOOL PLAN FOR TERM III THE YEAR 2023



BUSINESS OF THE DAY	PERSONEL/LEVEL/ITEM	DATE	TIME	VENUE
17. Prayer Day	Grade 6 & Class 8	21 st /Oct/2023	9:00am	School Hall
18. Graduation Ceremony and Closing	Pre-primary Two	25 th Oct,2023	9:00am	School compound
19. Staff meeting	Entire School	Thur 25 th Oct 2023	2:00pm	School Hall
20. KCPE AND KPSEA Rehearsals	Grade 6 & Class 8	Friday 27 th Oct,2023	8:00 am → 4:00 pm	School Hall
21. K.C.P.E AND KPSEA Kick Off	National Examination	Mon 30 th Oct 2023	8:00 am → 4:00 pm	School compound

"This copy is subject to amendments as they may arise.