

## **SCHOOL PLAN FOR TERM III THE YEAR 2023**



DATE   State   DATE   State	PLICTNESS OF THE DAY	DEDCONEL /LEVEL /ITEM	DATE	TIME	VENUE
Professional documents	BUSINESS OF THE DAY	PERSONEL/LEVEL/ITEM	DATE	TIME	VENUE
H.T Class work D.P.TH.T Homework  Grade 6 & Class 8  7th → 9th Sept, 2023  4:00 pm  Designation of class  4.Pupil's Emotional and psychological wellbeing Assessment  S.Subject panel meetings Subject Panel Teachers		Head Teacher		_	Teacher's
3.Entry Assessment  4.Pupil's Emotional and psychological wellbeing Assessment  5.Subject panel meetings and report submissions by the chair.  6.Staff meeting  Teachers & Admins  5.Subject panel meetings and report submissions by the chair.  6.Staff meeting  Teachers & Admins  5.Subject panel meetings and report submissions by the chair.  6.Staff meeting  Teachers & Admins  15th Sept, 2023  4:00 pm  Place of choice  11th  25th Sept, 2023  4:00 pm  School Hall  7.Inspections  Diaries, Home work & Class work, H.T - Class work, diaries D.P.T-H.T - Homework  8.Warm reception of the school visitors  9.Release of report on Pupils Descipline level , school hygiene and possible recommendations  9.Release of report on Pupils Descipline level , school hygiene and possible recommendations  10.Mid Term III  Examinations  All levels  All levels  All levels  All levels  25th - 28th Sept 2023  8:00 am  4.00 pm  School Hall  4:00 pm  School Hall  Fransactions  All business Spept, 2023  4:00 pm  All business Spept, 2023  4:00 pm  School Hall  Fransactions  All business All business All business Mid dirace primary Madam Nancy Coodinating the Processes herein  10.Mid Term III Examinations  All levels  25th - 28th Sept 2023  4:00 pm  Fransactions  Dp.HT's thro;  Dp.HT's thro;  Dp.HT's thro;  Dp.HT's thro;  Dp.HT's thro;  All levels  29th Sept 2023  4:00 pm  All open  Completion to be sent to;  Office  11.Mid Term III Examinations  All levels  29th Sept 2023  4:00 pm  Completion to be sent to;  Office  Dp.HT's thro;  Dp.HT's thro;  Dp.HT's thro;  Dp.HT's thro;  Dp.HT's thro;  Dp.HT's thro;  All op m  All op m  All op m  Assessment for Grade 3  Crade 4 and Grade 5  Parents meeting  15.Subject panel meetings and report submissions by the chair.  16th ■ 18th  8:00 am → Various  Classed  Atop pm  Action in the sent throit on class  Completion to the sent to;  Dp.HT's thro;	2.Inspections	H.T - Class work	_	_	office Dpt- H.T
4.Pupil's Emotional and psychological wellbeing Assessment  5.Subject panel meetings and report submissions by the chair.  6.Staff meeting  Teachers & Admins  Teach	3.Entry Assessment	Grade 6 & Class 8			Designati
and report submissions by the chair.  6.Staff meeting  Teachers & Admins  15 <sup>th</sup> Sept, 2023  18 <sup>th</sup> 22 <sup>nd</sup> Sept, 2023  18 <sup>th</sup> 32 <sup>nd</sup> Sept, 2023  Sept, 2023  Sept, 2023  Sept, 2023  Sept, 2023  Sept,	psychological wellbeing		<b>30</b> <sup>th</sup> <b>Aug</b> → 15 <sup>th</sup>	8:00 am →	Teacher's
7. Inspections  Diaries, Home work & Class work H.T - Class work, diaries D.P.T-H.T - Homework  8. Warm reception of the school visitors  9. Release of report on Pupils Descipline level, school hygiene and possible recommendations  Madam caren-pre primary, Madam Juliet -Lower primary Madam Nancy Coodinating the Processes herein  10. Mid Term III Examinations  All levels  25th - 29th Sept Assisted by, Md vivian Wd vivian Wd Sept with the processes herein  11. Mid Term III Examinations  All levels  25th - 28th Sept Assisted by, Md vivian Wd Sept with the processes herein  12. KNEC school based Assessment {written tests} Assessment {written tests}  13. KNEC school based Assessment {written tests} Assessment {written tests} Assessment {written tests}  14. Class 8 and Grade 6 Parents meeting and report submissions by the chair.  16. End Term Examinations  All levels  16th 4 18th 222nd Sept 2223  8:00 am 4 4:00 pm  H.T's Office Dpt- H.T Office  School sept, 2023  4:00 pm  At 10 business Transactions upon completion to be sent to;  All business Transactions upon completion to be sent to;  All levels  25th - 28th Sept Assisted by. Md vivian wipon completion to be sent to;  All levels  25th - 28th Sept Assisted by. Md vivian wipon completion to be sent to;  All levels  25th - 28th Sept Assisted by. Md vivian wipon completion to be sent to;  All levels  25th - 28th Sept Assisted by. Md vivian wipon completion to be sent to;  All levels  25th - 28th Sept Assisted by. Md vivian wipon completion to be sent to;  All levels  25th - 28th Sept Assisted by. Md vivian wipon completion to be sent to;  All levels  25th - 28th Sept Assisted by. Md vivian wipon completion to be sent to;  All levels  25th - 28th Sept Assisted by. Md vivian wipon completion to be sent to;  All levels  25th - 28th Sept Assisted by. Md vivian wipon completion to be sent to;  All levels  25th - 28th Sept Assisted by. Md vivian wipon completion to;  All levels  25th - 28th Sept Assisted by. Md vivian wipon completion to;  All levels  25th - 28th Sept Assis	and report submissions by	Subject Panel Teachers	_	4:00pm	
Class work H.T Class work, diaries D.P.TH.T Homework  8. Warm reception of the school visitors  9. Release of report on Pupils Descipline level , school hygiene and possible recommendations  10. Mid Term III Examinations  11. Mid Term III Examination Results discussions with Parents inclusion  12. KNEC school based Assessment {written tests}  13. KNEC school based Assessment {written tests}  14. Class & work H.T Class work H.T Class work H.T Homework  18th → 22nd Sept , 2023  4:00 pm  All business H.T. All busi	6.Staff meeting	Teachers & Admins	15 <sup>th</sup> Sept, 2023	4:00pm	
9.Release of report on Pupils Descipline level, school hygiene and possible recommendations  10.Mid Term III Examinations  11.Mid Term III examination Results discussions with Parents inclusion  12.KNEC school based Assessment {written tests}  13.KNEC school based Assessment {written tests}  13.KNEC school based Assessment {written tests}  13.KNEC school based Assessment {written tests}  14.Class 8 and Grade 6 Parents meeting and report submissions by the chair.  16.End Term Examinations  Madam caren-pre primary Madam Juliet -Lower primary Madam Juliet -Lower Mr Jacob  Md Grace Mr Jacob  Md Grace Mr Jacob  Md Grace Mr Jacob  Nr Jacob  Nr Jacob Warious Classes  8:00 am → Various Classes  12.Chd → 26th Oct , 2023  4:00 pm  Designati on class  13.KNEC school based Assessment {written tests}  14.Class 8 and Grade 6 Parents meeting  15.Subject Panel Teachers  All levels  Subject Panel Teachers  All levels  16th → 18th  Various	7.Inspections	Class work H.T - Class work, diaries	_	_	office Dpt- H.T
9.Release of report on Pupils Descipline level , school hygiene and possible recommendations  10.Mid Term III				_	
Pupils Descipline level , school hygiene and possible recommendations  Madam Juliet -Lower primary Madam lencer-upper primary Madam Nancy Coodinating the Processes herein  10.Mid Term III Examinations  All levels  25th − 28th Sept 2023  11.Mid Term III examination Results discussions with Parents inclusion  12.KNEC school based Assessment {written tests}  13.KNEC school based Assessment {written tests}  13.KNEC school based Assessment {written tests}  13.KNEC school based Assessment {written tests}  14.Class 8 and Grade 6 Parents meeting and report submissions by the chair.  16.End Term Examinations  Md drace Mr Jacob  Nd Grace Mr					
primary Madam Nancy Coodinating the Processes herein  10.Mid Term III Examinations  All levels  25th − 28th Sept 2023  4:00 pm  classes  11.Mid Term III examination Results discussions with Parents inclusion  12.KNEC school based Assessment {written tests}  13.KNEC school based Assessment {written tests}  Grade 4 and Grade 5  Assessment {written tests}  14.Class 8 and Grade 6 Parents meeting  15.Subject panel meetings and report submissions by the chair.  16.End Term Examinations  All levels  All levels  25th − 28th Sept 2023  8:00 am → Various classes  Various classes  Various classes  Various classes  12.KNEC school based Assessment {written tests}  13.KNEC school based Assessment {written tests}  Grade 4 and Grade 5 2nd → 26th Oct , 2023  4:00 pm Designati 4:00 pm On class 3:00 pm → School 4:00 pm All levels  Admins and Parents Oct, 2023  4:00 pm Place of Choice	Pupils Descipline level, school hygiene and	Madam Juliet -Lower	Assisted by.  Md vivian	Transactions	
Examinations  2023  4:00 pm  classes  11.Mid Term III examination Results discussions with Parents inclusion  12.KNEC school based Assessment {written tests}  13.KNEC school based Assessment {written tests}  14.Class 8 and Grade 6 Parents meeting  15.Subject panel meetings and report submissions by the chair.  16.End Term Examinations  All levels  29th Sept 2023  4:00 pm  Classes  Various classes  4:00 pm  Designati 4:00 pm  Designati 4:00 pm  Designati 4:00 pm  Admins and Parents  3rd Oct , 2023  4:00 pm  Place of choice	possible recommendations	primary Madam Nancy Coodinating		to be sent	
examination Results discussions with Parents inclusion  12.KNEC school based Assessment {written tests}  13.KNEC school based Assessment {written tests}  13.KNEC school based Assessment {written tests}  14.Class 8 and Grade 6 Parents meeting  15.Subject panel meetings and report submissions by the chair.  16.End Term Examinations  All levels  Aathematics and English 2nd → 26 <sup>th</sup> Oct , 2023  4:00 pm  Designati 2023  4:00 pm  Designati 4:00 pm  Align  Oct , 2023  3:00 pm → 4:00 pm  Hall  4:00 pm  Place of Choice		All levels	· ·		
Assessment {written tests}  13.KNEC school based Assessment {written tests}  13.KNEC school based Assessment {written tests}  14.Class 8 and Grade 6 Parents meeting  15.Subject panel meetings and report submissions by the chair.  16.End Term Examinations  Assessment for Grade 3  2023  4:00 pm On class  2023  4:00 pm On class  3rd Oct , 2023  3:00 pm → School Hall  4:00 pm Place of choice	examination Results discussions with Parents inclusion		· ·		
Assessment {written tests}  14.Class 8 and Grade 6 Parents meeting  15.Subject panel meetings and report submissions by the chair.  16.End Term Examinations  Admins and Parents  2023  4:00 pm  4:00 pm  5chool Hall  4:00 pm  4:00 pm  Cot, 2023  4:00 pm  4:00 pm  Cot, 2023  4:00 pm  4:00 pm  Flace of choice				_	_
Parents meeting  15.Subject panel meetings and report submissions by the chair.  16.End Term Examinations  All levels  4:00 pm  4:00 pm  4:00 pm  4:00 pm  Place of choice  16th → 18th  8:00 am → Various		Grade 4 and Grade 5	2023		on class
and report submissions by the chair.  16.End Term Examinations All levels 16 <sup>th</sup> → 18 <sup>th</sup> 8:00 am → Various		Admins and Parents	3 <sup>rd</sup> Oct , 2023		
	and report submissions by the chair.	Subject Panel Teachers			
	16.End Term Examinations	All levels			



## **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	21st /Oct/2023	9:00am	School Hall			
18.Graduation Ceremony and Closing	Pre-primary Two	25 <sup>th</sup> Oct, 2023	9:00am	School compound			
19. Staff meeting	Entire School	Thur 25 <sup>th</sup> Oct 2023	2:00pm	School Hall			
20.KCPE AND KPSEA Reharsals	Grade 6 & Class 8	Friday 27 <sup>th</sup> Oct,2023	8:00 am → 4:00 pm	School Hall			
21.K.C.P.E AND KPSEA Kick Off	National Examination	Mon 30 <sup>th</sup> Oct 2023	8:00 am → 4:00 pm	School compound			