

## **QUEEN'S COLLEGE TERMLY SCHEDULE**

### **JANUARY – APRIL, 2021**

<b>DATE</b>	<b>ACTIVITY/EVENT</b>	<b>RESPONSIBILITIES</b>
<b>JANUARY</b> Monday 4 <sup>th</sup>	❖ School Reopens for Easter Term, 2021	Principal Administrator
Tuesday 5 <sup>th</sup>	❖ Senior Staff Meeting	Principal, Deputy Principal, Heads of Departments.
Wednesday 6 <sup>th</sup>	❖ Meeting with Administrator ❖ Assessment of ICT Team ❖ General Staff Meeting	Principal and Deputy Principal
Friday 7 <sup>th</sup>	❖ Special PTA Meeting ❖ Form Teachers Prepare E-Mark books	Principal
Monday 11 <sup>th</sup>	❖ Re Introduction of Face to Face ❖ Nomination of Prefects	Deputy Principal  Grade 13 Level Supervisor House Masters /Mistresses

Tuesday 12 <sup>th</sup>	❖ Board Meeting	Board Chairman
Thursday 14 <sup>th</sup>	❖ Meeting with Prefect Selection Panel	Principal
Friday 15 <sup>th</sup>	❖ Class Schedules completed	Subject Teachers, Form Teachers, Level Supervisors
Wednesday 20 <sup>th</sup>	❖ Departmental Meetings	HODs
Thursday 21 <sup>st</sup>	❖ Grade 9 Virtual Career Education Commences ❖ Grade 10 Virtual Parent Conference	Grade 9 Supervisor  Grade 10 Supervisor
Friday 29 <sup>th</sup>	❖ First Assessment Completed ❖ Report on SBAs ❖ Grade 11 Virtual Parent Conference	Subject Teachers  Heads of Departments
<b>FEBRUARY</b> Monday 1 <sup>st</sup> *	❖ Planning for Speech Night 2019 - 2020	Deputy Principal

Tuesday 2 <sup>th</sup>	❖ Senior Staff Meeting	Principal
Wednesday 3 <sup>rd</sup>	❖ General Staff Meeting	Principal
Friday 5 <sup>th</sup>	❖ PTA Executive Meeting	PTA President
Tuesday 9 <sup>th</sup>	❖ Board Meeting	Board Chairman
Thursday 11 <sup>th</sup>	❖ Grade 12 & 13 Virtual Parent Conference	Grade Supervisors
Monday 15 <sup>th</sup>	❖ Virtual Teachers' Appreciation Day 2021	Prefect Body
Wednesday 17 <sup>th</sup>	❖ Departmental Meeting ❖ Submission of Examination Questions	Heads of Departments

Thursday 21 <sup>st</sup>	❖ Grades 7,8 & 9 Virtual Parent Conference	Grade 7,8,9 Supervisors
Thursday 25 <sup>th</sup>	❖ Virtual Speech Night 2019-2020 Award Ceremony	Deputy Principal
Friday 26 <sup>th</sup>	❖ Second Assessment Completed ❖ Deadline for Heading up of Reports * ❖ Report on IAs	Subject Teachers Form Masters/ Mistresses Heads of Departments
<b>MARCH</b> Tuesday 2 <sup>nd</sup>	❖ Meeting with Administrator ❖ Senior Staff Meeting	Principal
Wednesday 3 <sup>rd</sup>	❖ General Staff Meeting	Principal
Friday 5 <sup>th</sup>	❖ PTA Meeting ❖ House comments recorded on Reports	PTA President Form Masters/Form Mistresses
Monday 8 <sup>th</sup>	❖ End of Easter Term Examinations commence	Examinations Committee
Tuesday 9 <sup>th</sup>	❖ Board Meeting	Board Chairman
Friday 26 <sup>th</sup>	❖ Easter Term Examinations Completed	Examinations Committee
Monday 29 <sup>th</sup>	❖ Marks recorded in E-Mark Books	Subject Teachers

<b>APRIL</b> Friday 2 <sup>nd</sup>	❖ School closes for the Easter Vacation 2021	
Monday 4 <sup>th</sup>	❖ Distribution of Reports	Form Masters /Mistresses

**NB:** Schedule is subject to change if and when the Ministry of Education sends further instructions to the school.

Signature of Principal: Jackie Ralph

Date: **January 4, 2021**