



GREEN HILLS INTERNATIONAL COLLEGE

SEMESTER TWO PLANNER. 2023-2024 ACADEMIC YEAR.

PERIOD	DATE	ACTIVITY	IMPLEMENTER
-	4th January 2024	Teachers Arrive from their respective homes (countries)	Administration
-	5 th	Resumption Staff meeting, and duty allocation for opening day	Administration
-	7 th	Students' arrival and their Registration for the second semester, Academic year 2022-2023	Administration
Week 1	8 th	Welcoming students & giving them semester 2 course outlines in their various subjects	Administration & Teachers
	9 th	Lessons Begin	
	10 th		
	11 th		
	12 th	Submission of lesson plans for week 1	D.o.S
Week 2	15 th	Late Registration ends	Administration/ D.o.S
	16 th		
	17 th		
	18 th		
	19 th	Submission of lesson plans for week 2 & schemes of work for Semester Two	D.o.S
Week 3	22 nd		
	23 rd		
	24 th		
	25 th		
	26 th	Submission of lesson plans for week 3	D.o.S
Week 4	29 th		
	30 th		
	31 st		
	1st February	Test 1	
	2 nd	Test1 /Submission of lesson plans for week 4	D.o.S
Week 5	5 th	Unit Day	Administration
	6 th	Test 1	D.o.S
	7 th	Test 1	D.o.S
	8 th		
	9 th	Staff Meeting	Administration
	10th	Academic Clinic Day	Administration
Week 6	12 th		
	13 th		
	14 th		
	15 th		
	16 th	Talent Show Day/ Submission of lesson plans for wk 6	D.o.S
Week 7	19 th		
	20 th	Classroom Visits	
	21 st	Classroom Visits	
	22 nd	Classroom Visits	
	23 rd	Classroom Visits/ Submission of lesson Plans for wk 7	Administration
Week 8	26 th		
	27 th		Administration
	28 th		Administration
	29 th		

	1st March	Submission of lesson plans for week 8	D.o.S
Week 9	4 th		
	5 th		
	6 th		Administration
	7 th		
	8 th	Women's Day/Submission of lesson plans for Wk 9	D.o.S
Week 10	11 th		
	12 th		
	13 th		
	14 th		
	15 th	Test 2/Submission of Lesson Plans for Week 10	D.o.S
Week 11	18 th	Test 2	
	19 th	Test 2	
	20 th	Test 2	
	21 st		
	22 nd	Staff Meeting	D.o.S
	23 rd	Easter Break	Administration
Week 12 & 13	24th March to 6th April 2024	Easter Holiday Break	
5th April 2024		Staff Resumption Meeting	Administration
7th April 2024		Resumption from Easter Break	Administration
Week 14	8 th	Teaching/ Learning resumes	D.o.S
	9 th		
	10 th		
	11 th		
	12 th		
13th April 2024		ACT Test	Administration
Week 15	15 th		
	16 th		
	17 th		
	18 th		
	19 th	Submission of Lesson Plans for Week 15	D.o.S
Week 16	22 nd		
	23 rd		
	24 th		
	25 th		
	26 th	Submission of Lesson Plans for Week 16	D.o.S
Week 17	29 th	Classroom Visits	Administration
	30 th	Classroom Visits	Administration
	1st May	Labour Day	Administration
	2 nd	Classroom Visits	Administration
	3 rd	Classroom Visits/ Submission of Lesson Plans for Week 17	Administration
Week 18	6 th		
	7 th		
	8 th		
	9 th	Ascension Day	Administration
	10 th	Test 3/ Submission of Lesson Plans for wk 18	D.o.S
Week 19	13 th	Test 3	
	14 th	Test 3	
	15 th	Test 3	
	16 th		
	17 th	Staff Meeting	Administration
	18 th	Visitation Day/ Parents General Assembly	Administration
Week 20	20 th		
	21 st	Deadline for submitting Grade 12 set Exams	D.o.S
	22 nd	Vetting of Grade 12 Exams	D.o.S

	23 rd		
	24 th	Submission of L/ Plans for Wk 20	D.o.S
Week 21	25 th	Submission of set exams (G7-11)	D.o.S
	28 th		D.o.S
	29 th	G12 Exams Begin	D.o.S
	30 th	G12 Exams	D.o.S
	31 st	G12 Exams/ Submission of L/ Plans for Wk 21	D.o.S
Week 22	3rd June	G12 Exams	D.o.S
	4 th	G12 Exams	D.o.S
	5 th	G12 Exams	D.o.S
	6 th	G12 Exams	D.o.S
	7 th	End of G12 Exams/Clearance & break off for Graduation preparations.	Administration
Week 23	10 th	End of Semester 2 Exams (G7-11)/ Deliberation Council Meeting for G12	D.o.S
	11 th	End of Semester 2 Exams	D.o.S
	12 th	End of Semester 2 Exams	D.o.S
	13 th	End of Semester 2 Exams	D.o.S
	14 th	End of Semester 2 Exams	D.o.S
Week 24	17 th	End of semester 2 Exams	D.o.S
	18 th	Completion of Exams/Deadline for uploading marks/ Students receive their marked scripts	D.o.S/Teachers
	19 th	Results processing and Analysis	D.o.S
	20 th	Deliberation Council Meeting	D.o.S
	21 st	Last Day of School/ End of Semester 2 Staff Meeting	Administration
	22 nd	GRADUATION DAY/ SUMMER HOLIDAYS BEGIN	Administration
	23 rd	Staff Travel for Holidays	