**THE UNITED REPUBLIC OF TANZANIA**

**PRESIDENT’S OFFICE**

**REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT**

**KARATU SEKONDARY SCHOOL**

**CALENDAR FOR THE YEAR 2021/2022 (ALMANAC)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONTH** | **DATE** | **TIME** |  **EVENT** | **SUPERVISOR** |
| **JANUARY** | 1ST  |  | **NEW YEAR CELEBRATION** | **ALL** |
|  | 011th | 7:30 - 11:00 | **TEACHING AND NON-TEACHING STAFF MEETING (periods allocation)** | **HEADMASTER** |
|  | 11th  | 8.00 – 5.30 PM | **OPENING DATE FOR F. 5 AND F6. 2nd  TERM**  | **ALL** |
|  | 12th |  | ZANZIBAR REVOLUTION DAY | ALL |
|  | 25th | 3.00 – 4.30 PM | CLASS MEETINGS | CLASS TEACHERS |
|  | 28th  | 8.00 – 10.00 AM | OPENING SCHOOL BARAZA | HM |
|  | 28th  | 3.00 – 4.30 PM | NON TEACHING STAFF MEETING | DEPUTY |
|  | 29th |  | MONTHLY TESTS | ACAD. OFFICE |
| **FEBRUARY** |  |  |  |  |
|  | 03rd | 10.40 – 1.00 PM  | ACADEMIC MEETING | AC./HM |
|  | 04th | 3.00 – 4.30 PM | HOUSE MEETING  | HOUSE MASTERS |
|  | 05th | 11: 00– 1:30 PM | SCHOOL COUNCIL MEETING | SCHOOL CONCILOR |
|  | 08th  | 3.00 – 4.30 PM | DEPARTMENTS MEETING  | HEADS OF DEPT |
|  | 09th | 10: 30 – 2:00 PM | SMT MEETING | HEAD MASTER  |
|  | 9th  | 8.00 – 10.00 AM | FILLING FORMS FOR STUDENTS ‘GOVERNMENT. LEADERSHIP | DISCIPL. MASTER |
|  | 11th  | 3:00 -4:30 PM | SCREENING OF CONTESTANTS BY STUDENTS ‘ OUTGOING GOVERNMENT | DISCP. M |
|  | 12th | 11.00 - 12.00 PM | SCREENING OF CONTESTANTS BY TEACHERS | DISCP. M |
|  | 13th  | 2:00 - 5 ; 30 PM | BEGINNING OF CAMPAIGNS FOR THE CONTESTANTS | DISCP. M |
|  | 16th  |  | **GENERAL ELECTION FOR STUDENTS’ GOVERNMENT** | DISPL. M |
|  | 18th |  | SCHOOL BARAZA & SWEARING IN THE NEW STUDENTS GOVERNMENT | HEADMISTER |
|  | 23rd  | 3.00 – 4.30 PM | CLASS MEETINGS | CLASS TEACHERS |
|  | 23rd  | 3.00 – 4.30 PM | HOUSE MEETING | HOUSE MASTER |
|  | 24th | 3.00 – 4.30PM | SMT MEETING | HM |
|  | 25th | 3: 00 – 4: 30PM | STUDENTS’ GOVERNMENT MEETING | HP |
|  | 25th | 3.00 – 4.30PM |  **SCHOOL BOARD MEETING** | HM |
|  | 26th  | 3.00 – 4.30 PM | GAMES – OUT GOING VS IN-COMING PREFECTS | SPORTS MASTER |
|  | 26th |  | **MONTHLY TESTS** | **AC. OFFICE** |
| **MARCH** |  |  |  |  |
|  | 02nd | 10:30- 2:00 PM | DEPARTMENTS MEETINGS | HD OF DEPTS. |
|  | 04nd | 10:00AM – 2:00PM | STAFF MEETING | HM |
|  | 5th | 8:00 – 2: 00PM | SETTING MID TERM TEST & F6 pre-national exams  | AC. OFFICE |
|  | 11th  | 8.00 AM |  SUBMISSION OF MID TERM TESTS & pre-national exams.  | AC. OFFICE |
|  | 23rd | 8:00 AM  | **F5 MIDTERM & PRE-NECTA F6 EXAMS COMMENCE** | AC. OFFICE |
|  | **26th**  | **5:00 PM** | **END OF F5 MIDTERM & F6 PRE-NECTA**  | **AC. OFFICE** |
|  | **26th** | **5:00 PM** | **CLOSURE FOR MIDTERM BREAK** | **HM** |
|  | **29th** | **8:00AM** | **EXAMS MARKING PROCESS START** | **AC. OFFICE** |
| **APRIL** |  |  |  |  |
|  | **02nd** |  | **GOOD FRIDAY** | **ALL** |
|  | **5th** |  | **EASTER MONDAY** | **ALL** |
|  | **07th**  |  | **KARUME DAY** | **ALL** |
|  | **9th** |  | **END OF MARKING PROCESS** | **AC. OFFICE** |
|  | **12th** |  | **END OF MIDTERM BREAK** | **ALL** |
|  | **15th** |  | **F.6 GRADUATION CEREMONY** | **ALL** |
|  | **16th** |  | **RELEASE OF EXAMS RESULTS** | **AC.OFFICE** |
|  | 26th |  | **UNION DAY** | **ALL** |
|  | 30th | 10.40 – 1.00PM | **ACADEMIC MEETING** | **AC/HM** |
| **MAY** |  |  |  |  |
|  | 1st  |  | **INTERNATIONAL LABOUR/WORKER’S DAY** | **ALL** |
|  | 03rd | 8: 00 AM | **NECTA F. 6 COMMENCE** | **AC/HM** |
|  | 6th  | 8.00 AM | SETTING ANNUAL EXAMS F.5 | AC. OFFICE |
|  | 13th |  | IDD EL FITRY | ALL |
|  | 17th  | 8.00 AM | SUBMISSION OF F.5 ANNUAL EXAMS | AC. OFFICE |
|  | 21th  | 9.00 – 2.00 PM | **SCHOOL BOARD MEETING** | HM |
|  | 21th |  | **NECTA ENDS** | **F.6** |
|  | 31st | 8:00AM | ANNUAL EXAMS F5 COMMENCE | ACC. OFFICE |
| **JUNE** |  |  |  |  |
|  | 4th |  | **END OF 2nd TERM, SCHOOL BARAZA FOR CLOSURE & HOLIDAY-LONG VACATION COMMENCE** | HM |
|  | 8th |  | MARKING OF ANNUAL EXAMS & FILLING IN THE SCORE SHEETS | AC. OFFICE |
|  | 15th  | 8.00 – 2.00 PM | FILLING IN THE PARENT REPORT FORMS /SYSTEM(PRF) | AC. OFFICE |
|  | 16th | 10.00 AM | POSTING THE PARENT REPORT FORMS/SYSTEM (PRF) | AC. OFFICE |
| **JULY** |  |  |  |  |
|  | 01st | 8:00 PM | **REGISTRATION FOR NECTA F. 6 COMMENCE** | **AC/HM** |
|  | 5th |  | **REPORTING DATE FOR F5- 2021 & OPENING DAY F6** | **ALL** |
|  | 5th | 8:00AM | STAFF MEETING | **HM** |
|  | 07th  |  | **SABA SABA DAY** | **DAY** |
|  | 13th | 10:00AM | SMT MEETING | HM |
|  | 20th |  | EID EL HAJJ | ALL |
|  | 21th | 10:30 AM | SCHOOL COUNCIL MEETING | COUNCILOR |
|  | 29th  | 8.00 – 10.00AM | **1st TERM OPENING SCHOOL BARAZA** | **HM** |
|  | 30th  |  | **MONTHLY TESTS** | **AC. OFFICE** |
| **AUGUST** |  |  |  |  |
|  | 4th | 10:30- 2:00 PM | DEPARTMENTS MEETING | HDs of DEPTs |
|  | 8th  |  | NANE NANE DAY(FARMERS’ DAY) | ALL |
|  | 13th  | 4.30 AM | ACADEMIC MEETING | AC/HM |
|  | 13th  | 8.00 AM | SETTING MID TERM TESTS F.5 & PRE-MOCK EXAMS F.6  | AC. OFFICE |
|  | 19th | 10: 10 AM | SUBMISSION OF MID TERM TESTS & PRE-MOCK F.6 | AC. OFFICE |
|  | 30th |  | **MIDTERM TESTS F5 AND PRE-MOCK F6 COMMENCE** | **ACC. OFFICE** |
| **SEPTEMBER** |  |  |  |  |
|  | 3rd |  | END OF MIDTERM TESTS F5 & PRE-MOCK F6 | ACC. OFFICE |
|  | 3rd |  | **CLOSURE FOR MID TERM BREAK** | HM |
|  | 4th |  | **MARKING OF MIDTERM TESTS & FILLING IN THE SCORE SHEETS/ IN SYSTEM** | **AC OFFICE** |
|  | 9th | 10:00AM – 2:00PM | SCHOOL BOARD MEETING | HM |
|  | 20th | **8.00am-5.00pm** | **OPENING DATE FROM MID TERM BREAK** | **ALL** |
|  | 23rd | 3.00 – 4.30 PM | CLASS MEETINGs | CLASS T. |
|  | 28th  | 10:00AM | SMT MEETING | HM |
|  | 29th  | 10:00 | STAFF MEETING | HM |
|  | 30th | 8.00 – 10.00 AM | OPENING SCHOOL BARAZA | HM |
| **OCTOBER** |  |  |  |  |
|  | 1st | 3.00 – 4.30 PM | NON TEACHING STAFF MEETING | DEPUTY HM |
|  | 5th | 3.00 – 4.30 PM | HOUSE MEETING  | HOUSE T. |
|  | 5th | 11: 00– 1:30 PM | SCHOOL COUNCIL MEETING | COUNCILOR |
|  | 14th |  | NYERERE DAY/ **TALENTS DAY (VIPAJI)** | ALL |
|  | 19th |  | MAULID DAY | ALL |
|  | 30th |  | **MONTHLY TESTS** | **AC. OFFICE** |
| **NOVEMBER** |  |  |  |  |
|  | **1st** |  | **CSEE EXAMS COMMENCE (PC)** | **HM** |
|  | 5th |  | SETTING TERMINAL EXAMS F. 5 | AC. OFFICE |
|  | 15th  |  | SUBMISSION OF TERMINAL EXAMS | AC.OFFICE |
|  | 30th  | 8.00 AM  | **F. 6 NORTH W. ZONE MOCK EXAMS COMMENCE** | **HM/AC** |
| **DECEMBER** |  |  |  |  |
|  | 3rd |  | F5 TERMINAL EXAMS COMMENCE | AC. OFFICE |
|  | 10th |  | **END OF F6 ZONAL MOCK EXAMS & F5 TERMINAL EXAMS** |  |
|  | 9th |  | INDEPENDENCE DAY/republic day | **ALL** |
|  | 10th | 5:00 PM | **END OF 1st TERM, SCHOOL BARAZA FOR CLOSURE & HOLIDAY-LONG VACATION COMMENCES** | **HM/ALL** |
|  | 13th  |  | MARKING OF ANNUAL EXAMS & FILLING IN THE SCORE SHEET/ IN SYSTEM  | AC. OFFICE |
|  | 17th |  | FILLING IN THE PARENT REPORT FORMS (PRF)/SYSTEM | AC. OFFICE |
|  | 17th |  | POSTING THE PARENT REPORT FORM (PRF)/ INSYSTEM | AC. OFFICE |
|  | 25 |  | **CHRISTMAS DAY** | **ALL** |
|  | 26 |  | **BOXING DAY** | **ALL** |
| **JANUARY** |  |  |  |  |
|  | 01st |  | **NEW YEAR CELEBRATION** | **ALL** |
|  | 12th |  | REVOLUTION DAY | ALL |
|  |  |  | **OPENING DATE FOR F. 5 AND F. 6** | **ALL** |

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**MARCO M. ANNEY**

**HEADMASTER**