



NDIRANDE HILL SECONDARY SCHOOL

TERM 2 CALENDAR OF EVENTS (2025/2026)

5TH JANUARY, 2026 TO 2ND APRIL, 2026

WEEK	DAY	DATE	ACTIVITY	RESPONSIBILITY
1	Monday	5 JAN	Term 1 Begins Cleaning The Premises and Classrooms Orientation of Form 1 & 3 Students Staff Caucus Assembly	Administration Teachers on duty Form Teachers
	Thursday	8 JAN	Prefects meeting	Admin Prefects
	Friday	9 JAN	Submission Of Schemes Of Work Submission of Lesson Plans	All teachers HODs
2	Monday	12 JAN	Science Departmental Meeting	Science Teachers
	Tuesday	13 JAN	Study Circles Humanities Departmental Meeting	Subject Teachers Humanities Teachers
	Wednesday	14 JAN	Languages Departmental Meeting	Language Teachers
	Thursday	15 JAN	JOHN CHILEMBWE DAY	
	Friday	16 JAN	Open Day Submission Of Attendance Registers Submission Of Lesson Plans Management meeting	All teachers HODs Examination Committee Management team
3	Monday	19 JAN	Examination Committee meeting	Examination Committee
	Tuesday	20 JAN	Study Circles Guidance and Counselling	Subject Teachers Guidance and counsellng Team
	Wednesday	21 JAN	Guidance and Counselling	
	Thursday	22 JAN	Study Circles	Subject Teachers
	Friday	23 JAN	Submission Of Lesson Plans Submission Of Schemes And Records Of Work Submission Of Attendance Registers Students Awards	All teachers HODs Form Teachers

4	Monday	26 JAN	IPC meeting Continuous Assessment Tests 1	
	Tuesday	27 JAN	Continuous Assessment Tests 1 Study Circles	Subject Teachers
	Wednesday	28 JAN	Continuous Assessment Test 1	
	Thursday	29 JAN	Continuous Assessment Tests 1 Study Circles	Subject Teachers
	Friday	30 JAN	Continuous Assessment Tests 1 Submission of Lesson Plans	All teachers HoD's
5	Monday	2 FEB	Clinical Supervision	HoD's
	Tuesday	3 FEB	Study circles Clinical Supervision	HoD's Subject Teachers
	Wednesday	4 FEB	Clinical Supervision	HoD's
	Thursday	5 FEB	Study Circles Clinical Supervision	HoD's Subject Teachers
	Friday	6 FEB	Clinical Supervision Submission Of Schemes and Records of Work Submission of Lesson Plans End of submission of midterm exams Mid-term time table	All teachers HoD's Time Table Team
6	Tuesday	10 FEB	Study Circles Graduation committee meeting	Subject Teachers
	Thursday	12 FEB	Study Circles CPD Insert	Subject Teachers
	Friday	13 FEB	Submission of Lesson Plans Submission of Mark books	All teachers HoD's
7	Monday	16 FEB	Midterm exams	Examination committee
	Tuesday	17 FEB	Midterm exams	Examination committee
	Wednesday	18 FEB	Midterm exams	Examination committee
	Thursday	19 FEB	Midterm exams	Examination committee
	Friday	20 FEB	Midterm exams Submission Of Schemes And Records Of Work	Examination committee HoD's

8	Monday	23 FEB	Clinical supervision	HoD's
	Tuesday	24 FEB	Clinical supervision Study Circles Submission of end of term exams	HoD's Subject Teachers
	Wednesday	25 FEB	Clinical supervision Submission of end of term exams	HoD's
	Thursday	26 FEB	Study Circles Submission of end of term exams Clinical supervision	HoD's Subject Teachers
	Friday	27 FEB	Submission of end of term exams Submission of Lesson Plans Clinical supervision	HoD's
9	Tuesday	3 MAR	MARTYR'S DAY	
	Thursday	5 MAR	Study Circles Printing of term 2 exams Starts	Subject Teachers
	Friday	6 MAR	Submission Of Schemes and Records Work Submission of Lesson Plans Submission of Mark Books	All teachers HoD's
10	Monday	9 MAR	Printing Of Term 2 Exams	
	Tuesday	10 MAR	Study Circles	Subject Teachers
	Thursday	12 MAR	Study Circles Printing Of Term 2 Exams	Subject Teachers
	Friday	13 MAR	Printing Of Term 2 Exams Submission of Lesson Plans	All Teachers HoD's
11	Monday	16 MAR	Printing Of Term 2 Exams Administration Of End of Term 2 and Mock Exams	Examination Committee
	Tuesday	17 MAR	Printing Of Term 2 Exams Administration Of End of Term 2 and Mock Exams	Examination Committee
	Wednesday	18 MAR	Printing Of Term 2 Exams Administration Of End of Term 2 and Mock Exams	Examination Committee

	Thursday	19 MAR	Administration Of End of Term 2 and Mock Exams	Examination Committee
	Friday	20 MAR	Administration Of End of Term 2 Exams Submission Of Schemes And Records Of Work Submission of Lesson Plans	All Teachers HoD's Examination Committee
12	Monday	23 MAR	Administration Of End of Term 2 Exams	Examination Committee
	Tuesday	24 MAR	Administration Of End of Term 2 Exams	Examination Committee
	Wednesday	25 MAR	Administration Of End of Term 2 Exams	Examination Committee
	Thursday	26 MAR	Administration Of End of Term 2 Exams	Examination Committee
	Friday	27 MAR	Administration Of End of Term 2 Exams	Examination Committee
13	Monday	30 MAR	Administration Of End of Term 2 Exams	Examination Committee
	Tuesday	31 MAR	Administration Of End of Term 2 Exams	Examination Committee
	Wednesday	1 APRIL	Administration Of End of Term 2 Exams Staff Caucus	Examination Committee
	Thursday	2 APRIL	Administration Of End of Term 2 Exams	Examination Committee