



# NDIRANDE HILL SECONDARY SCHOOL

## TERM 2 CALENDAR OF EVENTS (2025/2026)

5<sup>TH</sup> JANUARY, 2026 TO 2<sup>ND</sup> APRIL, 2026

WEEK	DAY	DATE	ACTIVITY	RESPONSIBILITY
<b>1</b>	<b>Monday</b>	<b>5 JAN</b>	Term 1 Begins Cleaning The Premises and Classrooms Orientation of Form 1 & 3 Students Staff Caucus Assembly	Administration Teachers on duty Form Teachers
	<b>Thursday</b>	<b>8 JAN</b>	Prefects meeting	Admin Prefects
	<b>Friday</b>	<b>9 JAN</b>	<b>Submission Of Schemes Of Work</b> <b>Submission of Lesson Plans</b>	All teachers HODs
<b>2</b>	Monday	<b>12 JAN</b>	Science Departmental Meeting	Science Teachers
	Tuesday	<b>13 JAN</b>	Study Circles Humanities Departmental Meeting	Subject Teachers Humanities Teachers
	<b>Wednesday</b>	<b>14 JAN</b>	Languages Departmental Meeting	Language Teachers
	<b>Thursday</b>	<b>15 JAN</b>	JOHN CHILEMBWE DAY	
	<b>Friday</b>	<b>16 JAN</b>	Open Day Submission Of Attendance Registers Submission Of Lesson Plans Management meeting	All teachers HODs Examination Committee Management team
<b>3</b>	Monday	<b>19 JAN</b>	Examination Committee meeting	Examination Committee
	<b>Tuesday</b>	<b>20 JAN</b>	Study Circles Guidance and Counselling	Subject Teachers Guidance and counselling Team
	<b>Wednesday</b>	<b>21 JAN</b>	Guidance and Counselling	
	<b>Thursday</b>	<b>22 JAN</b>	Study Circles	Subject Teachers
	<b>Friday</b>	<b>23 JAN</b>	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 <b>Submission Of Schemes and Records of Work</b> <b>Submission of Lesson Plans</b> <b>End of submission of midterm exams</b> <b>Mid-term time table</b>	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	<b>Submission of Lesson Plans</b> 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	<b>Midterm exams</b> <b>Submission Of Schemes And Records Of Work</b>	Examination committee HoD's

8	Monday	23 FEB	Clinical supervision	HoD's
	Tuesday	24FEB	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 EB	Submission of end of term exams <b>Submission of Lesson Plans</b> 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	<b>Submission Of Schemes and Records Work</b> <b>Submission of Lesson Plans</b> 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 <b>Submission of Lesson Plans</b>	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

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