



Millennial Academy

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Admin Timetable

Week/ Ending	Day Date	Event Theme – Stewardship: Gen. 2:5, Matt. 25:15, 21
Week 1 15 Jan	Mon 11/01/21	TIC Mr M Hove – Ownership (Psalm 24:1-2) Opening Staff Meeting from 0800hrs A Level 2020 Results out
	Tue 12/01/21	School opening Orientation Week for F1 and New Comers (Mrs Kadowonda/Mr Hove/Miss Rukwava) – Typology tests and generation of learning style reports, Entrance Tests, - Assembly to communicate theme and welcome new students Period 5
	Wed 13/01/21	Typology testing Entrance Tests Continue
	Fri 15/01/21	Assembly – 0715hrs Combined Junior and Senior School
Week 2 22 Jan	Mon 18/01/21	TIC Mrs T Maridzanye – Responsibility (Exodus 32:21, 24) Records of Work to HODs Co-Curricular Activities Commence
	Tue 19/01/21	IGCSE Oct/Nov 2020 Results out Receive applications for Lower Six – Miss Rukwava/Mr Hove coordinate
	Wed 20/01/21	Record summaries to Principal
	Thu 21/01/21	Checkpoint Two Parents meeting – Coaching Students on Emotional Well-being during the Pandemic from 1600hrs Registration of devices on Light Speed – Checkpoint 1 and 2
	Fri 22/01/21	Assembly – 0715hrs
Week 3 29 Jan	Mon 25/01/21	TIC Miss P Mutsvene – Accountability (Luke 16:10-12) Lower Sixes start with orientation – Miss Rukwava/Mr Hove/Mrs Kadowonda)
	Wed 27/01/21	Strategic Planning Meeting – from 1500hrs - Review progress
	Thu 28/01/21	Junior School Meet the Teacher Appointments from 1400hrs in Classrooms Registration of devices on Light Speed – IGCSE Three and Four
	Fri 29/01/21	Assembly – 0715hrs Checkpoint Two – Making Sense of Your Worth Workshop from 1400hrs
	Fri 29/01/21	Staff Development – Report Writing (1500hrs – 1630hrs)
Week 4 05 Feb	Mon 01/02/21	TIC Mrs J Kadowonda – Dependence (James 4:2) ROWs to HODs
	Tue 02/02/21	ROWs summary to EM Mr M Hove - Deadline for June Exam fee payment IGCSE/AS/A Level
	Wed 03/02/21	Registration of devices on Light Speed – AS and A Level

	Fri 05/02/21	Assembly -0715hrs Deadline for Mid-Term Report Entries
Week 5 12 Feb	Mon 08/02/21	TIC Miss M Rukwava – Right Motives (James 4:3) Registration of devices on Light Speed – Grades 3 - 4
	Tue 09/02/21	Registration of devices on Light Speed – Grades 5 - 7
	Fri 12/02/21	Assembly – 0715hrs Staff Development (1500hrs – 1600hrs) 21 st Century Approaches
Week 6 19 Feb	Mon 15/02/21	TIC Miss P Sibanda – Reward (1 Corinthians 15:58) ROWs to HODs
	Wed 17/02/21	ROWs Summaries to Mr E Mudzimu Mid-Term Reports Dispatch
	18/02/21	Civvies Day Bible Character
	Fri 19/02/21	Half-Term Break
Week 7 26 Feb	Mon 22/02/21	TIC Mr M Machera – Giving (2 Corinthians 9:6, 8) Public Holiday – Robert Gabriel Mugabe National Youth Day
	Tue 23/02/21	End of Half-Term Break
	Wed 24/02/21	Strategic Planning Meeting 1400 – 1600hrs - Review progress
	Thu 25/02/21	Public ~Speaking/Poetry and Music Showcases from 1500hrs
	Fri 26/02/21	Assembly – 0715hrs
Week 8 05 Mar	Mon 01/03/21	TIC Miss R Mabuto – Planning and Strategy (Proverbs 16:1-3, 9)
	Tue 02/03/21	Confirm June Exam Registrations and Entry Forms – Miss M Rukwava/Mr M Hove ROWs to HODs
	Thu 04/03/21	Parents’ workshop – From 1600hrs Monitoring and Ensuring Child Protection online
	Fri 05/03/21	Assembly – 0715hrs
	Fri 05/03/21	Staff Development 1500 – 1600hrs Collaboration on Tech innovation for virtual and physical classes
Week 9 12 Mar	Mon 08/03/21	TIC Miss M Mandaza – Collaboration (1 Corinthians 12:1, 7, 1 Peter 4:10)
	Fri 12/03/21	Assembly 0715hrs
Week 10 19 Mar	Mon 15/03/21	TIC Mr MT Machera – Encouragement (2 Timothy 4:2)
	Tue 16/03/21	Lesson Observations and Book Inspections
	Wed 17/03/21	Public Speaking Rehearsals
	Fri 19/03/21	Assembly 0715hrs

	Fri 19/03/21	Staff Development - (1400hrs – 1600hrs) Training Students for retention – Ms Wendy Beamish/Lyn McElvaine
Week 11 23 Mar	Mon 22/03/21	TIC Mr P Mutsvene – Gratitude (Psalm 50:14-) Report comments on coursework to be done – Checks by Mr Hove
	Tue 23/03/21	Public Speaking Competitions – 0800 – 1000hrs End of Term Assembly 1030hrs
06 – 20 April		HOLIDAY REMEDIAL AND REVISION PROGRAMME Mr M Hove and Miss M Rukwava to coordinate