

End of Year Holiday Work Schedule 2022

Day/Date	Time	Agenda	Venue	In Charge	Remarks
Monday 21 Nov	0900 to 1200	School Review	Hall	All dept/comm HODs	All to attend
	1200 to 1330	Lunch	Canteen	SWB	Provided
	1330 to 1630	PD: Restorative Practices	Hall	Discipline HOD	All to attend
Tuesday 22 Nov	0800 to 0930	CCA Meeting STeP Meeting	Library Comp Lab 3	CCA SH ICT HOD	OICs of CCA to attend New STeP teachers to attend
	0930 to 1200	PD: Peer Coaching/Holistic Assessment	Library	Teacher Leaders	All to attend
	1200 to 1330	Lunch	Canteen	SWB	Provided
	1330 to 1630	School Strategic Planning	Library	School Leaders	All to attend
Wednesday 23 Nov	0800 to 1030	PSLE Results Preparation	Library	P5 & P6 Year Head	P6 FTs/HODs to attend
	0830 to 0930	Transition Meeting for P1(2022) to P2(2023) and P3(2022) to P4(2023)	Conference Rm Comp Lab 1	P1 and P3 Year Heads	FTs of P1(2022), P2(2023), P3(2022) and P4(2023)
	0930 to 1030	Transition Meeting for P2(2022) to P3(2023)	Conference Room	P2 Year Head	FTs of P2(2022) and P3(2023)
	1030 to 1200	PSLE Results Release	Hall	P6 Year Head	All to attend
	1200 to 1330	Lunch	Canteen	SWB	Provided
	1330 to 1430	Transition Meeting for P1(2023)	Conference Room	P1(2022) & P1(2023) Year Heads	FTs of P1(2023)
	1430 to 1530	Transition Meeting for P4(2022) to P5(2023)	Conference Room	P4 Year Head	FTs of P4(2022) and P5 (2023)
	1530 to 1630	Transition Meeting for P5(2022) to P6(2023)	Conference Room	P5 Year Head	FTs of P5(2022) and P6(2023)
Thursday 24 Nov	0900 to 1200	Staff Retreat	Library	School Leaders	All to attend
	1200 to 1330	Lunch	Canteen	SWB	Provided
	1330 to 1600	Staff Retreat	Library	School Leaders	All to attend

	1600 to 1630	OCA Results/SWB Briefing	Library	SSD	All to attend
Friday 25 Nov	0900 to 1430	Staff Bonding Day	Jewel	SWB	All to attend
Monday 28 Nov	0900 to 1630	KP Meetings	Library	School Leaders	All KPs (includes TLs)
Tuesday 29 Nov	0900 to 1630	KP Meetings	Holiday Inn	School Leaders	All KPs (includes TLs)
Wednesday 30 Nov	0900 to 1630	KP Retreat	Holiday Inn	School Leaders	All KPs (includes TLs)

***NB: ROs may arrange to have Work Review at any other appropriate timing agreeable with Supervisees.**

CHECKLIST – SUMMARY of THINGS TO DO

Area	Tick	To Do	Tick	To Do
Staff Matters		Clean and tidy your personal workstation		Submit receipts to GO by 18 Nov for reimbursement
		Clear pigeonhole in G.O. and Staff Room		Submit all supporting documents for payment to GO
		Keep all teaching and learning materials in cupboards / boxes to facilitate easier cleaning		Check for completion of deliveries / payment rendered for all goods and services
		Remove personal cutlery and cups, containers from the pantry and fridge (please keep them at your own workstation for the holidays)		Inform GO for any expected delivery of items that may be done during the Dec holidays
		Switch off all electrical appliances at your workstation		Submit all MC, CCL, relevant leave forms to GO.
		Discard / Recycle all unwanted resources into the dustbins near the guardhouse		Submit Work Review Form to RO by 25 Nov
		Remove all plants from your workstation, clear out water from diffusers (if any)		Submit travel declaration forms (if travelling)
		Remove all personal food and drink items in the fridge, pantry		Complete pending courses
		Complete all assigned department / committee work		Bring SSOE laptop home - do not leave it in school

Happy Holidays!

Dec 2022 – Preparation for 2023

Date	Time	Agenda for staff	Venue	In Charge	Remarks
Tuesday 27 Dec	0900 to 1200	EXCO Meeting	PAL Room	School Leaders	EXCO to attend
Wednesday 28 Dec	0800 to 0900	Admin Matters - SSOE Collection (new staff) - Allocation of workstation (new staff)	GO	SSD	New staff
	0900 to 1200	Staff Meeting - Principal's Time - Introduction of new staff - First Week of School Matters - Secret Santa	Library	School Leaders	All to attend
	1200 to 1330	Lunch	Canteen	SWB	Provided
	1330 to 1530	Level Meeting	(TBC by Year Heads)	Year Heads	All Form Teachers
	1530 to 1700	Induction for new staff	Library	SSD	New staff
		Preparation for 2023	Classroom / Workstation	All	All to be involved
Thursday 29 Dec	0900 to 1200	Department Meeting	(TBC by IP HODs)	IP HODS	All to attend
	1200 to 1330	Lunch	-	All	Own arrangement
	1330 to 1530	Committee Meeting	(TBC by Comm HODs)	Comm HODs	All to attend
	1530 to 1700	CCA Meeting	Library	CCA SH	All CCA teachers to attend
Friday 30 Dec	0900 to 1200	Preparation for 2023	Classroom / Workstation	All	All to be involved

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