



2014 Education Calendar



“EXCELLENT SCHOOLS FOR A BETTER FUTURE”

JANUARYPLAN

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- 1 **NEW YEARS DAY**
- 6 PEA and standards officers of provincial institutions prepare for January 27. MPR is printed and delivered to the Superintendent for Primary Education to dispatch to respective provinces.
- 27 Term 1 begins for teaching staff. Principals, Head Teachers (HT), Vocational Centre Managers devote a week to sort out enrolments with governing bodies and teachers devote 5 working days to prepare for a full day of teaching on Monday, February 3. (PNGEI, PTCs and BCs see TED and TVETD circulars).
- PEAs and all supervisory staff commence 2 week program of quick visits to accessible institutions to sort out administrative or professional problems.
- All teachers complete Resumption of Duty Summary Sheets. Teachers in new positions must complete Form EDB012. Note: Principals, HT, VC Managers and AS for respective national institutions to forward RoDSS & EDB012 immediately to PEAs.
- 27 All PEAs & AS ensure RoDSS from all schools and Form EDB012 for new appointments are checked, signed and submitted to DoE on a DAILY BASIS as received from schools.

MAYPLAN

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- 5 Heads of Institutions to complete and forward monthly staffing returns for May to PDOE & NDOE GES.
- 5-9 Issue and release of teacher's eligibility and registration certificate.
 - Screening of personal reports, SLIPs sent to successful applicants.
 - Closing dates for teachers' applications for furlough on July 2013 to be with PEO or respective AS (NI).
 - MPR back at Superintendent for Primary Education in GES showing changes in schools/colleges positions for 2014.
- 15-16 **NEB Meeting No. 184**
- 19-23 Basic Education Board of Studies meeting
- 26-30 Secondary Board of Studies meeting
- 30 Deadline for all PEA and DoE AS to advise TSC/AS HROD of full details of 2015 overseas recruiting requirements.
 - All PEAs prepare list of activities for National Education Week Agenda items for PEB.

SEPTEMBERPLAN

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- 1 Heads of institutions to complete and forward monthly staffing returns for August to PDOE & NDOE GESD.
- 1-5 **National Literacy Week**
- 8-12 Inspection fortnight. All reports to be written by head teachers are written at this time.
- 12 Applications for Diploma Courses through TVET close.
- 16 **39th Independence Day Anniversary**
- 17 Teachers wishing to retire or resign at the close of the year must submit request forms.
 - Central Sorting of Appointments takes place at respective provinces.
 - Term 3 ends for all schools and vocational centres. PNGEI, PTCs, TCs and BCs refer to TED and TVETD circulars respectively.
 - Central Sorting results to be completed and dispatched to appointing authorities NEB/PEB by EO National Coordinator Appointments.
 - Appeals open.
 - Deadline for all Grade 10 SLF to be with chairperson for Grade 11 selections.
 - Appeals against TSC appointments close.
- 29 Term 4 commences for all schools and vocational centres. PNGEI, PTCs, TCs and BCs refer to TED and TVET circulars respectively.
- 30-31 **School Certificate Examinations – Grade 10 (1st week)**



FEBRUARYPLAN

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- 3 All schools begin Term 1. Vocational Centres – Head Teachers, Principals, Vocational Centre Managers to ensure that all teachers commence a full day of teaching from February 3.
- All HT, Principals, PHS, SS, NHS send special enrolment and staffing reports to provide an update of student numbers and staffing needs for current and next year to Superintendent for Primary Education & Supt for Secondary Schools Co-ordination, GES. Managers of VC send reports to Supt. VSS TVETD. Copy to PEO.
- 2013 4th Quarter Returns due at Superintendent Primary for all provincial institutions.
- 13-14 **NEB meeting No. 183**
 - Provinces and DoE divisions note that TSC Form 26 to create, abolish or reclassify positions in existing institutions & DoE Form EDA 212 'Application for membership/amendment to registration information' for registration for new schools for 2015 must reach TSC & GES School Registration respectively by March 31, 2014.
 - MPR back at Supt. Primary Education in GES showing changes in school/college positions for 2014.
 - Teachers wishing to appeal against the ratings given the new 2013 reports by the ratings conference must do so by the end of February.
- 28 GES, HROD & TSC to update MPR with provincial divisions of education.

JUNEPLAN

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- 2 Heads of Institutions to complete and forward monthly staffing returns for May to PDOE & NDOE GES.
- Printing of 2014 Advertisement Vacancy Gazette for all institutions.
- 2-6 Standards Officers Conference
- Close of Applications for Kina for Kina subsidy from Nat. Secretaries of Churches Education Agencies. Lodge applications with Senior Trust Officer, F&A – DoE.
- 9 **QUEEN'S BIRTHDAY**
- 10-13 Vocational Coordinators Workshop/conference
- 12 **School Certificate Written Expression Exams (Grade 10)**
- All requests for teachers due for leave to be submitted to the PEO by July 25.
- 14 All DoE divisions – completed Public Service Staff Appraisals for 01/01/2013 to 30/06/2013 to be submitted to AS HROD.
- 15 Senior Education Officer Conference
- 27 Term 2 ends for all schools and vocational centres. PNGEI, PTCs, BCs and TCs see TED and TVETD circulars for details.
 - Distribution of Vacancy Gazettes to provinces and national institutions.
 - All PEA, DoE AS (teaching divisions) & Permitted school Agencies submit annual National Staffing and Enrolment Returns to Manager, EMIS & Statistics, DoE by July 25.
 - Dispatch of Grade 10 SLF to all secondary schools.
- 30 Deadline for non-citizen contract renewal to be submitted to DoE.

OCTOBERPLAN

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- 3 Heads of Institutions to complete and forward monthly staffing returns for September to PDOE & NDOE GESD.
- 3rd Quarter Returns due at GESD.
- 6-10 **School Certificate Examinations – Grade 10 (2nd week)**
- 7-11 Basic Education Board of Studies meeting
- 16-17 **NEB Meeting No. 186.**
- 13-17, 20-24 **Higher School Certificate Examinations (Grade 12)**
- 20-24 Provincial Mini Ratings Conference for Elementary and Primary.
- 24 Deadline for all Grade 12 SLF to be at OHERST.
- Appeals against TSC appointments close with chairman appeals committee TSC.
- DoE (HROD) distribute RoDSS and Form EDB012 to provinces.
- 22-23 PEAs and NDOE divisions advise TSC of teachers who are not to receive PBSS or allowances.
 - PEAs to provide TSC with readmission forms.
 - School Registration Committee Meeting No.3 to process 2014 applications.
- 27-30 **Certificate of Basic Education Examinations (Grade 8)**



MARCHPLAN

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- 3 Heads of institutions to complete and forward monthly staffing returns for February to PDOE & NDOE GESD.
- Last pay day for teachers whose RoDSS forms and EDB012 have not been received at DoE.
- 17-21 **National School Census Week**
- 31 TSC cancellation of tenure forms due at TSC from PEAs and DoE divisions closing date for Education Ministry Awards: Nominations from provincial and DoE Awards Committee TSC/DoE – Any teacher who has served for 40 years must be nominated.
 - Deadline for TSC Form 26 to create, abolish or reclassify positions in existing institutions for 2015 to reach TSC from PEAs and DoE/GES divisions.
 - Deadline to apply for registration of new schools for 2015. PEAs send DoE Form EDA212 'Application for Membership/Amendment to registration information to Registrar of Schools, GES.
 - Application for new Permitted Schools for 2015 due at DoE: Registrar of schools, GES.

JULYPLAN

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- 1 Heads of Institutions to complete and forward monthly staffing returns for June to PDOE & NDOE GESD.
- 14 **TERM 3 commences for all schools and vocational centers except for those that have NIST Week adjoining the midyear break.** PNGEI, PTCs, BCs, and TCs see TED and TVETD circulars for details.
- 2nd Quarter monthly returns due at GESD.
- All teacher's colleges and UOG submit graduate list to DoE (HROD) who will send updated MPRs to provinces
- Names for caretaker duties and other TSC approved allowances from all relevant institutions to be with PEO (PI) or respective supt. NDOE (NI) by July 18.
- All requests for teachers leave fares due at relevant PEO or NDOE divisions.
- Deadline for all PEA, DoE AS (teaching divisions) & permitted school agencies to submit annual national staffing and enrolment returns to Manager, EMIS & Statistics.
- Provincial institutions submit programs for National Education Week to PEB for approval. Principals (NI) submit programs to relevant NDOE AS.
- 14-18 Guidance Officers Conference/Workshop
- 23 **National Remembrance Day**
- 30 Application form C1 – C3 for Tertiary Courses for DoE Sponsorship in 2015 closes end of July, 2014.

NOVEMBERPLAN

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- 3 Heads of Institutions to complete and forward monthly staffing returns for October to PDOE & NDOE GESD.
- 3-7 **Regional Ratings Conference for the NGI and Momase regions.**
- 7 PEAs to submit Form EDA 212 for creation of new schools in 2015, and TSC Form 26 for creation, abolition or reclassification of positions on existing institutions for 2015 to GESD and TSC respectively. Deadline for submitting Forms 212 and TSC 26 for 2014 is March 31, 2015. (NB: Early processing of forms especially important for elementary).
- 10-14 **Regional Ratings Conference for the Southern and Highlands Regions & TVET.**
- 17-21 **SGD Directors and Superintendents 2015 Planning Meeting.**
- 24-28 **National HIV & AIDS Week**

APRILPLAN

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- 1 Heads of institutions to complete and forward monthly staffing returns for March to PDOE & NDOE GESD.
- 11 Term 1 ends for all schools and vocational centres. PNGEI, PTCs, TCs and business colleges. (Consult divisional circulars).
- Teachers due for furlough leave in July 2014 to apply to PEO or respective DoE AS before May 5.
- 18 **EASTER GOOD FRIDAY**
- 21 **EASTER MONDAY**
- 22 **TERM 2 COMMENCES** for all schools and vocational centres. For PNGEI, PTCs, TCs and BCs consult respective circulars.
 - Teachers complete RoDSS/Form EDB012 for any appointment variations. Heads of institutions check, sign and forward to appropriate PEO or NDOE AS for National Institutions (NI) at earliest opportunity.
 - Closing date for applications for personal reports for all sectors.
 - Non-citizen teachers due for 2014 contract renewals.
 - Appointment officers to conduct quality check on RoDSS/Appointment variations and forward changes to NDOE
 - School Registration Committee meeting No.1 to process 2014 applications

AUGUSTPLAN

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- 4 Heads of institutions to complete and forward monthly staffing returns for July to PDOE & NDOE GESD.
- 4-8 **National Book Week**
 - NEB/PEB order of reference form to Central Sorting Unit NDOE from NEB/PEB
- 11-13 Inspections commences for all elementary, primary and secondary schools.
- 11 **Higher School Written Expression Exams (Grade 12).**
- 14-15 **NEB Meeting No. 185**
- 20 HROD distribute teachers leave circulars for 2013 – 2014 and resumption circulars for 2015 to provincial education divisions.
- 18-22 Annual TVET Principals Consultative Forum.
- 25 Notify PEB of the 2014 school registration
- 26 **National Repentance Day**

DECEMBERPLAN

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- 2 Heads of Institutions to complete and forward monthly staffing returns for November to PDOE & NDOE Corporate Data.
- 12 Term 4 ends for all schools and vocational centres. PNGEI, PTCs, TCs and BCs refer to TED and TVETD circulars respectively.
- 15 **SGD forward planning workshop for 2015**
 - All DoE divisions – completed Public Service Staff Appraisals for 01/07/14 – 31/12/14 to be submitted to Supt. SDU.
- 25 **Christmas Day**
- 26 **Boxing Day**



2014 TERM DATES

Term	Start of Term	End of Term	No. of Teaching Weeks	Term Holidays	Student holiday Weeks	Teacher holiday Weeks
1	Feb 3	April 11	10	April 14 – April 18	1	1
2	April 22	June 27	10	June 30 – July 11	2	**1
3	July 14	Sept 19	10	Sept 22 – Sept 26	1	1
4	Sept 29	Dec 12	11	Dec 15 – January 23, 2015	7	6
			41		11	9

* In 2015, teachers resume duties on Monday, January 26, 2015.
 ** Students begin classes on Monday, February 2, 2015.
 *** Teachers will have the option of organizing NIST Week during the year.

2014 PUBLIC HOLIDAYS

EVENT	DATE	DAY
New Years Day	January 1	Wednesday
Good Friday	April 18	Friday
Easter Saturday	April 19	Saturday
Easter Sunday	April 20	Sunday
Easter Monday	April 21	Monday
Queen's Birthday	June 9	Monday
National Remembrance Day	July 23	Wednesday
National Repentance Day	August 26	Tuesday
Independence Day	September 16	Tuesday
Christmas Day	December 25	Thursday
Boxing Day	December 26	Friday

2014 EXAMINATION DATES

GRADE 12	Upper Secondary School Written Expression Exams	- August 11
	Upper Secondary School Certificate Exams	- October 13 – 17
		- October 20 – 24
GRADE 10	Lower Secondary School Written Expression Exams	- June 12
	Lower Secondary School Certificate Exams	- September 30 – October 3
		- October 6 – 10
GRADE 8	Certificate of Basic Certificate Examinations	- October 27 – 30

2014 DAYS TO OBSERVE

MONTH	DAY	EVENT
January	1	Global Family Day
	27	International Day of Commemoration in Memory of the Victims of Holocaust
February	21	International Mother Language Day
March	8	International Day for Women's Rights and International Peace
	9	Commonwealth Day
	21	International Day for Elimination of Racial Discrimination
	21	Week of Solidarity with the Peoples Struggling against Racism and Racial Discrimination
	22	World Day for Water
	24	National Women's Day
	29	National Day of Disabled Persons
April	7	World Health Day
	23	Book & Copyright Day
May	3	World Press Freedom Day
	15	International Day of Family
	17	World Telecommunication Day
	31	World No-Tobacco Day
June	5-6	World Environment Day
	10	National Labour Day
	17	World Day for Combat Desertification and Drought
	26	International Day Against Drug Abuse and Illicit Trafficking
July	1	International Day of Cooperation
	11	World Population Day
	19	Provincial Government Day
August	9	International Day of World's Indigenous People
September	6 & 7	National Prayer Days
	8	National Literacy Day
	16	International Day for the Preservation of the Ozone Layer
	29	World Maritime Day
October	1	International Day of Older Persons
	4	World Habitat Day
	5	International/National Teacher's Day
	9	World Post Day
	11	International Day for Natural Disaster Reduction
	24	World Development Information Day
	24	United Nations Day
	24-30	Disarmament Week
November	3	Fuzzy Wuzzy Angels Day
	3	Universal Children's Day
December	1	World AIDS Day
	3	International Day of Disabled Persons
	5	International Volunteer Day for Economic and Social Development
	7	International Civil Aviation Day for Economic and Social Development
	10	Human Rights Day
	11	Anniversary of UNICEF

“QUALITY TEACHING & LEARNING MAKES A DIFFERENCE IN SCHOOLS”