

LHUENTSE PRIMARY SCHOOL
LHUENTSE DZONGKHAG
ACADEMIC CALENDAR 2018

Mont	Date	Day	Activity	Action	
February - March			Develop IWPs and core competencies/Submit Appraisal Form online	Supervisor & concern civil servants	
June - July			Mid-Year Review of Appraisal form	Supervisor & concern civil servants	
December			Evaluation of Appraisal form	Supervisor	
April - May			Moderation Exercise for the evaluation of the previous year	Moderation Committee	
February	1	Thursday	School Reopens/Teachers report to schools	All the teachers	
			Staff meeting (PD Programme/ Identify Values for Value week/ other related to school administration)	All the teachers/Principal	
			Develop IWPs and Core Competencies/Submit Appraisal Form online (Starts)	Supervisor & concern civil servants	
	2	Friday	Planning Values for One week	Staff Secretary	
			Planning (Block Plan/Action Plan)	All the teachers	
	3	Saturday	Classess IV - VI Students Report to school	Principal	
			Welcoming students		
			Introducing class teacher		
			Arrangement and cleaning of classrooms		Class Teachers
			Submission of Value Education Plans to office for one week		Staff Secretary
	5	Monday	Birth Anniversary of Gyalsey	Staff Secretary	
			Start ToD	Staff Secretary	
	5-10	Mon - Sat	Value Week	Staff Secretary	
	6	Tuesday	Distribution of Textbooks to the students (classes IV-VI) (after lunch)	Store In-charge/Class teachers	
	7	Wednesday	Distribution of Readers (classes PP- III (after lunch)	Store In-charge/Class teachers	
		Wednesday	Mock Drill	DM Coordinator	
	8	Thursday	Election of School Captains/House Captains	Democracy Club Coordinator	
	9	Friday	Submit academic timetable to office	Academic Head	
	10	Saturday	Meeting(teachers & Captains - Policy Review (School Policy)	Principal	
			Submit Block Plan and Action Plan of all the responsibilities	Academic/Non-Academic Head	
			End of Value Education Class	Staff Secretary	
	12	Monday	Block I Begins	Subject teachers	
			Meeting(teachers & Captains - Policy Review (Discipline Policy/Disaster Policy)	Discipline/ DM Coordinator	
	13	Tuesday	Classess PP - III Students Report to school	Principal	
	14	Wednesday	House Division/Club formation	Non academic head	
			Adoption of younger by senior students		
	15	Thursday	Evening Prayer starts	Prayer Coordinator	
	12-19	Mon-Mon	Practice for HM's Birthday (shortening periods)	Cultural Coordinator	
16&17	Fri-Sat	Losar	ToD Thursday		
19	Monday	Disseminate Discipline Policy to all the students	Discipline Coordinator		
		Briefing the Captains (after school hours)	Staff Secretary		
20	Tuesday	Rehearsal for HM's Birth Anniversary	Cultural Coordinator		
		World Day of Social Justice	Democracy Club Coordinator		
21-23	Wed - Fri	Birth Anniversary of His Majesty the King	Staff Secretary		
24	Saturday	Staff/Captains Meeting	Principal		
		PD Programme	Academic Head		
		Cleaning of school campus/Flower Gardening (after meeting)	SUPW Coordinator		
26	Monday	Monitoring Starts (Lesson plan)	HoDS		
		Submission of PD Master Plan along with SIP to Office DES	Academic Head		
		Submission of statistics for staff and students to Office DES	Adm.Asstt		
		Morning Speech Begins	Academic Head		
		Lucky Reader Begins			
Nachung Scouts Program Begins	Scout Master				
26 - 2	Mon - Fri	Inter House Carom Competition (Boys)	Games Coordinator		
28	Wednesday	Reading Session Begins (0 Period)	Class Teachers		

March	1	Thursday	Cultural Programme Starts	Cultural Coordinator
	2	Friday	Clubs commence	Club Coordinators
			Hand Writing Session Starts (0 period)	Class Teachers
	3	Saturday	Reading with class teachers (9.00 - 9.40 am)	Class Teachers
			PD Programme	Academic Head
			World Wildlife Day	Nature Club Coordinator
			Inter House Carom Competition (Final)	Games Coordinator
	5 - 10	Mon - Sat	Inter House Carom Competition (Girls)	Games Coordinator
	5 - 10	Mon - Sat	Inter House Degor Boys Competition (Boys)	Games Coordinator
	6	Tuesday	Module 1. Introduction to Life Skills (Pg: 7 – 16)	Class Teachers
			Maintain Staff Portfolio/training details	Principal
	7	Wednesday	Driglam Namzha Session	Discipline Coordinator
	8	Thursday	International Women's Day	Democracy Club Coordinator
			Morning Assembly with Kabney and Rachu starts	ToDs
	10	Saturday	PD Programme	Academic Head
			Carom/Degor (Final)	Games Coordinator
	12	Monday	Complete EMIS	Adm. Asstt.
	13	Tuesday	Inter House Shotput Competition (Boys & Girls)	HMs/Games Coordinator
	14	Wednesday	Inter House Shotput Competition (Final)	HMs/Games Coordinator
	15	Thursday	Mock Drill	DM Coordinator
	17	Saturday	PD Programme	Academic Head
			Spelling Competition (Dzongkha/English)	Literary Coordinator
	19	Monday	Submission of Curricular Goals and Pledges to Office (all the teachers)	Academic Head
	20	Tuesday	International Day of Happiness	Democracy Club Coordinator
			Last day for online IWP	Staff
			Counselling Session	Teacher Counsellors
	19-24	Mon - Sat	Inter House Khuru Competition (Boys/Girls)	Games Coordinator
	21	Wednesday	World Poetry Day	Literary Coordinator
	22	Thursday	World Water Day	Nature Club Coordinator
			Water Source Cleaning (Afternoon)	
	24	Saturday	World Tuberculosis Day	Health Coordinator
Inter House Khuru Competition (Final)			Games Coordinator	
Cleaning Campaign			Health Coordinator	
27	Tuesday	Module 3. Personal Hygiene Promotes Health (Pg: 23 – 27)	Class Teachers	
28	Wednesday	Subject Department Meeting (Afternoon)	Academic Head	
		Student Body Meeting (Chaired by Principal)	School Captains	
29	Thursday	Schools submit the promotion documents in complete set for July Promotion to Dzongkhag Education Office for onward submission to HRO	Principal/Adm. Asstt	
		SSA/SIP Compiling	Principal	
30	Friday	Last date for submission of Asset Declaration to Adm. LDA	Principal/Store Incharge	
31	Saturday	Block I Ends	Subject teachers	
		Staff Meeting	Staff Secretary	
		PD Programme	Academic Head	

April	2 - 30		1 st Round PMS start	DEOs
	2	Monday	Moderation Exercise for the evaluation of the previous year	Moderation Committee
			Block II Begins	All teachers
			<u>World Autism Awareness Day</u>	Health Coordinator
	2-7	Mon - Sat	SLMSS (Teaching observation and checking of students' notebooks)	HoDs
	3	Tuesday	Module 5: Learning To Manage Time (Pg: 35 – 39)	Class Teachers
	4	Wednesday	Driglam Namzha Session	Discipline Coordinator
	7	Saturday	World Health Day	Health Coordinator
			Reading with class teachers (9.00 - 9.40 am)	Class Teachers
			Inter House Quiz Competition	Literary Coordinator
			Advocay Programme for girls	Principal
	9	Monday	DES for further submission to HRD, MoE, Thimphu.	Adm. Asstt.
			Mock Drill	DM Coordinator
			Inter House Javelin Competition (Boys)	Games Coordinator
	10	Tuesday	Inter House Javelin Competition (Final)	Games Coordinator
	11	Wednesday	Subject Department Meeting (Afternoon)	Academic Head
			Student Body Meeting	School Captains
	14	Saturday	Inter House Boedra Competition	Cultural Coordinator
			Action Rhyme Competition (PP - III)	Class Teachers
			Staff Meeting (Quarterly Test I)	Academic Head
	16	Tuesday	Module 7: Television Viewing And Our Health (Pg: 48 – 5	Class Teachers
	17	Wednesday	Counselling Session	Teacher Counsellors
	21	Saturday	PD Programme	Academic Head
Debat (Dzongkha)			Literary Coordinator	
23	Mon	World Book and Copyright Day	Academic Head	
23- 28	Mon - Sat	Quarterly Test I	Whole School	
25	Wednesday	Zhabdrung Kuchoe	ToD Thursday	
28	Saturday	Inter House Story Telling Competition (Eng/Dzo)	Literary Coordinator	
		PD Programme	Academic Head	
		World Day for Safety and Health at Work	Health Coordinator	
30	Monday	Submit Quarterly Test I Result Analysis to Academic Head	Subject teachers	

May	1	Tuesday	Submit Quarterly Test I Result Analysis to DES	Academic Head
			Module 15: How To Say No (Pg: 99 – 103)	Class Teachers
	2	Wednesday	3rd Birth Anniversary of 3rd Druk Gyalpo/ Teachers Day	Staff Secretary
	5	Saturday	Inter House Rigsar Competition	Cultural Coordinator
			Poem Competition (II - III)	Literary Coordinator
			Mock Drill	DM Coordinator
	7-11	Mon - Fri	Inter House Volley Ball Competition (Boys)	Games Coordinator
			Inter House Chess Competition (Girls)	
	8	Tuesday	Briefing the Captains	Staff Secretary
	12	Saturday	Block II Ends	Subject teachers
			PD Programme	Academic Head
			Staff Meeting (Present and discuss Result Analysis; Strengths/Weknesses/Solutions of all subject teachers)	Academic Head
	14	Monday	Block III Begins	Subject teachers
	14- 18	Mon - Fri	SLMSS (Teaching observation and checking of students' notebooks)	HoDs
			Inter House Volley Ball Competition (Girls)	Games Coordinator
			Inter House Chess Competition (Boys)	
	15	Tuesday	Send NFE Bi-Annual Reports of NFE Centre	Adm.Asstt
			International Day of Families	Democracy Club Coordinator
	16	Wednesday	HoDs Meeting	Academic Head
	19	Saturday	Inter House Volley Ball Competition (Boys and Girls Final)	Games Coordinator
Inter House Chess Competition (Boys and Girls Final)				
Advocay Programme for girls			Principal	
22	Tuesday	Module 17: Learning To Apply Life Skills (Pg: 111 – 119)	Class Teachers	
23	Wednesday	Driglam Namzha Session	Discipline Coordinator/All Staff	
25	Friday	Last Day for the submission of all the bills for 2017-18 FY	Principal/Adm. Asstt	
26	Saturday	Reading with class teachers (9.00 - 9.40 am)	Class Teachers	
		PD Programme based on HoDs Discussion	Academic Head	
29	Tuesday	Lord Buddha's Parinirvana	ToD Monday	
30	Wednesday	Subject Department Meeting (Afternoon)	Academic Head	
		Student Body Meeting	School Captains	
31	Thursday	World No-Tobacco Day	Health Coordinator	

June	2	Saturday	4th King's Coronation/ Social Forestry Day Torzheng	Nature Club Coordinator Cultural Coordinator
	3	Sunday	Annual School Rimdro	
	4	Monday	Mid-Year Review of Appraisal form starts	Supervisor & concern civil servants
			Submission of Term I Reports of NFE, TRC, ECR by schools to Dzongkhag Education Office	Adm.Asstt
	4-9	Mon - Sat	Preparation and Printing of question paper	Social Studies teachers/Exam Coordinator
	5	Tuesday	World Environment Day	Nature Club Coordinator
			Module 20: Preparing Well For My Examinations(Pg:136 – 144)	Class Teachers
	6	Wednesday	Last Reading Day	Class Teachers
			Subject Department Meeting (Afternoon)	Academic Head
			Student Body Meeting	School Captains
	7	Thursday	Last Cultural Programme	Cultural Coordinator
	8	Friday	Last Handwriting Day	Class Teachers
			Last Club Day	Club Coordinators
	9	Saturday	Last Morning Speech/Lucky Reader	Academic Head
			Reading with class teachers (9.00 - 9.40 am)	Class Teachers
			Staff Meeting(Midterm Review (Academic and Co-curricular)/Mid Term Examination)	Academic/Non-Academic Head/Exam Coordinator
	11 -15	Monday	Submission and collection of questions and model answer to DES	Exam Coordinator
	11	Monday	Mock Drill	DM Coordinator
	12	Tuesday	Inter House Essay writing Competition (Eng/Dzo)(during evening prayer)	Literary Coordinator
	14	Wednesday	World Blood Donor Day	Health Coordinator
			Driglam Namzha Session	Discipline Coordinator
	15	Thursday	Block III Ends	Subject teachers
	16	Saturday	Sitting Arrangement (Afternoon)	Exam Coordinator
23	Saturday	Birth Annversary of Guru Rinpoche	ToD Friday (speak on Thursday)	
18 - 30	Mon - Fri	Midterm Examination	Exam Committee	
30	Saturday	Prepare Consolidated Mark sheet/Academic Report/Result Analysis	Class Teachers	
		Prepare Result Analysis(Strengths/Weaknesses/Solution)	Subject teachers	
July	1 - 30	Midterm Break		
	31	Tuesday	School resumes after break	Principal
			Block IV Starts	Subject teachers
			Schools send duly signed joining reports of teachers to HRO with a copy to DEO.	Adm. Asstt
			Submission of Teacher Requisition based on teacher calculation formulae and Principal/VP requisition to Dzongkhag Education Office	Principal
			Submit Midterm Leave Report of Staff to HRO with a copy to Education Office	Adm. Asstt
			Parents Teachers Meeting (Result Declaration Day)	Principal
			Mock Drill	DM Coordinator

1	Wednesday	Second term PMS begins	DEOs	
		Resume Reading Programme	Class Teachers	
		Counselling Session	Teacher Counsellors	
		Briefing the Captains	Staff Secretary	
		Submission of Consolidated Mark sheet/Academic Report/Result Analysis to DES	Academic Head	
	2	Thursday	Morning Assembly with Kabney and Rachu Resumes	ToD
			Cultural Programme Resumes	Cultural Coordinator
	3	Friday	Resume Handwriting Day	Class teachers
			Resume Clubs	Club Coordinators
	4	Saturday	PD Programme	Academic Head
			Advocay Programme for girls	Principal
	6	Monday	Resume Lucky Reader	Academic Head
			Resume Morning Speech	
			Resume Scouts Session	Scout Master
			Resume Remedial Classes	All teachers
	7	Tuesday	Module 21: Who Am I(Understanding Ourselves)(Pg: 145 – 149)	Class Teachers
	8	Wednesday	Subject Department Meeting (Afternoon)	Academic Head
			Student Body Meeting	School Captains
	11	Saturday	Readers Theatre classes PP - VI	Literary Coordinator
			Staff Meeting (SSA/SIP for Second Term)	Principal
	13- 17	Mon - Fri	Inter House Soccer Competition (Boys)	Games Coordinator
			Inter House Table Tennis (TT) Competition (Girls)	
	18	Saturday	Reading with class teachers (9.00 - 9.40 am)	Class Teachers
			Disseminate Discipline Policy to the students	Discipline Coordinator
			PD Programme	Academic Head
	20 - 24	Mon - Fri	Inter House Soccer Competition (Girls)	Games Coordinator
			Inter House Table Tennis (TT) Competition (Boys)	
	25	Saturday	Inter House Soccer Competition (Final)	Games Coordinator
			Inter House Table Tennis (TT) Competition (Final)	
27 - 31	Mon - Fri	SLMSS (Teaching observation and checking of students' notebooks)	HoDs	
28	Tuesday	Module 22: Value Of Friendship (Pg: 150 – 154)	Class Teachers	
29	Wednesday	Driglam Namzha Session	Discipline Coordinator	
		Schools submit Transfer Proposals for Teachers, Supporting Staff, Principals and VPs to Dzongkhag Education Office (Last Date)	Principal	

September	1 - 30		Second term PMS begins	DEOs
	1	Saturday	PD Programme Inter House Zhungdra Competition	Academic Head Cultural Coordinator
	3 - 7	Mon - Fri	Reading Week	Academic Head
	5	Wednesday	Driglam Namzha Session	Discipline Coordinator
	8	Saturday	Block IV Ends	Subject teachers
			International Literacy Day	Literary Coordinator
			Reading Competition (PP - VI)	Academic Head
			Staff Meeting	Principal
	10	Monday	Block V Begins	Subject teachers
			Mock Drill	DM Coordinator
	10 - 14	Mon - Fri	Inter House Chinese Checker Competition (Boys/Girls)	Games Coordinator
	11	Tuesday	Module 24 : Can I Improve My Memory? (Pg: 160 – 165)	Class Teachers
	12	Wednesday	Subject Department Meeting	HoDs
			Student Body Meeting	School Captains
	15	Saturday	Inter House Chinese Checker Competition (Final)	Games Coordinator
			PD Programme	Academic Head
	17- 21	Mon - Fri	Inter House Recurve Competition (Boys/Girls)	Games Coordinator
			SLMSS (Teaching observation and checking of students' notebooks)	HoDs
	19	Wednesday	Jangchubling Wang (Local Holiday)	ToD Tuesday
	21	Friday	Prepared Earthquake Mock Drill	DM Coordinator
			International Day of Peace	Scout Master
	22	Saturday	Inter House Recurve Competition (Final)	Games Coordinator
			Cleaning Campaign	Health Coordinator
23	Sunday	Blessed Rainny Day	ToD Saturday	
24	Monday	Tsepamay Wang (Dzongkhag Holiday)		
25 - 29	Tue - Sat	Quarterly Test II	Whole School	
25	Tuesday	Module 32: I Don't Want To Drink Alcohol (Pg: 212 – 220)	Class Teachers	
28	Friday	Submit the promotion documents in complete set for January Promotion to Dzongkhag Education Office for onward submission to HRO	Principal/Adm. Asstt	
29	Saturday	Reading with class teachers (9.00 - 9.40 am)	Class Teachers	
		PD Programme	Academic Head	

October	1	Monday	Submit Quarterly Test II Result Analysis to DES	Academic Head
	2	Tuesday	International Day of Non-Violence	Democracy Club Coordinator
			Briefing the Captains	Staff Secretary
	3	Wednesday	Counselling Session	Teacher Counsellors
	6	Saturday	Drama	Nima Chendup Coordinator
			Inter House Tsangmo/Lozey Competition	Cultural Coordinator
			Staff Meeting (Sports Carnival/Literary Festival)	Games/Literary Coordinator
	9	Tuesday	Module 35: Boys and Girls Can Be Friends (Pg:233 – 237)	Class Teachers
	10	Wednesday	Subject Department Meeting	HoDs
			Student Body Meeting	School Captains
	13	Saturday	Sports Carnival	Games Coordinator
	15	Monday	Guest Speaker from Hospital	Health Coordinator
			Global Handwashing Day	
	15 - 20	Mon - Sat	Handwashing Week	Health Coordinator
	16	Tuesday	Briefing the Captains	Staff Secretary
	17	Wednesday	Advocay Programme for girls	Principal
	19	Friday	Dassian	ToD Thursday
	20	Saturday	Block V Ends	Subject teachers
			Literary Festival	Literary Coordinator
			Art Exhibition	Art Coordinator
22	Monday	Block VI Begins	Subject teachers	
23	Tuesday	HoDs Meeting	Academic Head	
24	Wednesday	Driglam Namzha Session	Discipline Coordinator	
25	Thursday	Mock Drill	DM Coordinator	
27	Saturday	Reading with class teachers (9.00 - 9.40 am)	Class Teachers	
		Meeting (Delegate jobs for Variety show)	Cultural Coordinator	
31	Wednesday	Descending Day of Lord Buddha	ToD Tuesday	

November	1	Thursday	Coronation Day of HM	
	2	Friday	Variety show	Cultural Coordinator
	2 - 6	Fri - Tue	Preparation and Printing of question paper	Social Studies teachers/Exam Coordinator
	3	Saturday	2nd Review Staff & Captains Meeting (Academic/ Non-Academic)/ Annual Examination/Other)	Academic/Non-Academic Head/Exam Coordinator/Principal
	7 - 10	Monday	Submission and collection of question and model answer papers to DES	Exam Coordinator
	5-6	Mon-Tue	Dzongkhag Education Conference	Education Sector (Tentative)
	7	Wednesday	Mock Drill	DM Coordinator
			Last Reading Programme	Class Teachers
			Last Evening Prayer	Prayer Coordinator
	8	Thursday	Last Cultural Programme	Cultural Coordinator
	9	Friday	Last Handwriting Day	Class teachers
			Last Club Day	Club Coordinators
	10	Saturday	Last Morning Speech/Lucky Reader	Academic Head
	11	Sunday	Birth Annversary of 4th Druk Gyalpo	Staff Secretary
	12	Monday	Send NFE Annual Report of NFE Centres	Adm. Asstt
	14	Wednesday	Driglam Namzha Session	Discipline Coordinator
	15	Thursday	Last Assembly with Kabney and Rachu	All teachers/classes IV- VI students
	17	Saturday	Block VI Ends	Subject teachers
			Staff Meeting	Academic Head
Hall Arrangement			Exam Committee	
19 - 24	Mon - Sat	Distribution of PP Admission Forms	Admission Coordinator	
19 -30		Annual Examination (Tentitive)	Exam Coordinator	
26 - 1	Mon- Fri	Compiling PP Admission Forms	Admission Coordinator	
December	1	Saturday	Dismantling Examination Hall	Exam Committee
	1 - 15		Submission of verified bills for Textbooks, Stationery, Sports Goods & Furniture to Education Office by Schools with proper forwarding letter and abstracts	Principal/Adm. Asstt
	3	Monday	Prepare Consolidated Sheet	All Teachers
	4-5	Tue -Wed	Jangchubling Tshechu (Local Holiday)	ToD Monday
	6 - 7	Thu -Fri	Preparation of Final Consolidated Sheet/Result sheet	Class teachers
	8	Saturday	PP Admission	Admission Coordinator
	10 - 13	Mon - Thu	Evaluation of Appraisal form	Principal/Staff Secretary/ Academic/Non Academic Head
	13	Friday	Pre-IWP Moderation Exercise (Discussion with all the teachers)	Principal
	15	Saturday	Job Delegation for 2019	Staff Secretary
	16 - 19	Sat - Mon	Lhuentse Dzongkhag Tshechu	ToD Friday (speak on Thu)
	17	Monday	National Day	Cultural Coordinator
	18	Tuesday	Result Declaration	Academic Head
			Awarding Certificates for captains	Non academic head
			School breaks for winter vacation	Whole school
Parents Teachers Meeting (Result Declaration Day)			Principal	
		PP Admission Result Declaration	Admission Coordinator	

Foot Note:

8.00 am to 8.10 am Staff and Students Report daily

Club on Every Friday

Nachung Scouts Class Every Monday

Cultural Practice Every Thursday

Reading Programme every Wednesday for 45 minutes (Morning - Zero Period)

Hand writing practice every Friday for 45 minutes (Morning - Zero Period)

All the staff must attend every school activities

All teachers show daily lesson plans to HoDs once a week

All teachers show CA to HoDs after every block

All Staff should mandatorily attend Driglam Namzha Classes

Follow Friday Timing during Life Skill Classes and Ad-hoc programmes

Institute 5 minutes daily reading by all the subject teachers

Every Thursday Morning Assembly with Kabney and Rachu

Every Saturday : 9 am - 10 am all the students from Class II - VI read books

10 am - 11 am all the students from Class II - VI Practice Hand writing

11 am - 12.30 pm SUPW - all the students from Class II - VI

Drama : Nima Chendup/Singye Dorji/ Choki Wangd/Lobzang Choden

