














## Term 4 2015 – Weekly Planner

|               | Monday  | Tuesday   | Wednesday  | Thursday   | Friday   | Saturday   | Sunday |
|---------------|---|---|--|--|--|--|--------|
| <b>Week 1</b> | 12<br>Sandra admin/meeting<br>Bronya relieving<br><br>Billie G's Cookie Dough Fundraiser info and orders given to all families | 13<br>Sandra admin<br>Sue relieving<br><br><b>Planning mtng</b>   | 14<br>Sandra admin<br>Sue relieving<br>Chris admin<br>Danielle relieving   | 15<br><br>Billie G's Cookie Dough Fundraiser info and orders given to all families                        | 16   | 17   | 18     |
| <b>Week 2</b> | 19<br>Sandra @ Numeracy/Literacy Results + tng<br>Bronya relieving<br><br><b>Governing Council mtng</b>   | 20<br>Sandra @ Partnership Mtng<br>Bronya relieving   | 21<br>Margie admin<br>Sue relieving<br>Jo finance<br>Danielle relieving<br><br>MLS transition visit 1 9-10.30am   | 22<br>Sandra admin<br>Sue relieving<br><br><b>Staff mtng</b>   | 23   | 24<br>Chris's B'day<br>       | 25     |
| <b>Week 3</b> | 26  | 27<br>Sandra admin<br>Sue relieving<br><br><b>Planning mtng</b><br><br>2016 Purple Grp families info meeting  | 28<br>Sandra admin<br>Sue relieving<br>Chris admin<br>Danielle relieving<br><br>MLS transition visit 2 9-11am<br><br>2016 Green Grp families info meeting | 29<br>Sandra @mtng<br>Bronya relieving   | 30<br><br>MLPS official opening | 31   | 1/11   |
| <b>Week 4</b> | 2   | 3<br>Little Sprouts/Botanic Gdns Excursion<br>                                   | 4<br>Margie admin<br>Sue relieving<br>Jo finance<br>Danielle relieving<br><br>MLS transition visit 3 9-2pm  | 5<br>Sandra admin<br>Sue relieving<br><br>Little Sprouts/Botanic Gdns Excursion<br><br><b>Staff mtng</b> | 6<br>Billy G's cookie dough orders due at kindy  | 7  | 8      |
| <b>Week 5</b> | 9<br>Sandra and Chris @ WHS training<br>Bronya and Hengi relieving<br><br><b>Governing Council mtng</b>   | 10<br>Sandra admin<br>Sue relieving<br>NEP meeting<br><br><b>Planning mtng</b>  | 11<br>Sandra admin<br>Sue relieving<br>Chris admin<br>Danielle relieving<br><br>2016 Purple Grp children transition visit 1  | 12<br>St. Paul Lutheran School Transition visit 1 - 9.15-10.30am   | 13<br>Margie report writing<br>Sue relieving   | 14<br>Christmas Pageant<br> | 15     |
| <b>Week 6</b> | 16<br>Sandra @ Portfolio day – Num/Lit Results + Bronya relieving   | 17<br>Sandra @ Partnership Mtng<br>Bronya relieving   | 18<br>Margie admin<br>Sue relieving<br>Jo finance<br>Danielle relieving<br><br>Submit orders to Billy G's<br><br>2016 Green Grp children transition visit 1  | 19<br>Sandra admin<br>Sue relieving<br><br>Sandra @ Cross partnership Triad mtng – Para Hills<br><br>St. Paul Lutheran School Transition visit 1 - 9.15-10.30am<br><b>Staff mtng</b>       | 20   | 21<br>Bronya's B'day<br>    | 22     |
| <b>Week 7</b> | 23  | 24<br>Sandra admin<br>Sue relieving<br><br><b>Planning mtng</b>   | 25<br>Sandra admin<br>Sue relieving<br>Chris admin<br>Danielle relieving<br><br>2016 Purple Grp children transition visit 2  | 26<br>Sandra @mtng<br>-Bronya relieving  | 27<br>Mathematics/Numeracy training day  | 28   | 29     |
| <b>Week 8</b> | 30<br>Statement of Learning handed out to families  | 1/12<br>Portfolios sent home  | 2<br>Margie admin<br>Sue relieving<br>Jo finance<br>Danielle relieving<br><br>2016 Green Grp children transition visit 2<br><br>Cookie dough orders delivery day   | 3<br>Sandra admin<br>Sue relieving<br><br>Statement of Learning handed out<br><br><b>Staff mtng</b>  | 4<br>Sandra at Partnership Breakfast @ The Watershed 8.30-10.30am<br>Bronya relieving<br><br>Portfolios sent home  | 5  | 6      |
| <b>Week 9</b> | 7<br><br><br><b>Governing Council dinner</b>  | 8<br>Sandra admin<br>Sue relieving<br><br>Purple Group Concert and Morning Tea | 9<br>Sandra admin<br>Sue relieving<br>Chris admin<br>Danielle relieving  | 10<br><br>Green Group Concert and Morning Tea   | 11<br>Last day of Kindy for 2015 – Early finish 2pm  | 12   | 13     |

