

**Map Pen Primary School
Calendar of Events
Academic Year 2024 - 2025**

Date	Activity	Responsibility
August 27 - 28, 2024	Common Planning	Grade Coordinators/ Teachers
August 27 - 29, 2024.	Grade 1 Orientation	Grade 1 Coordinators/Teachers
August 29, 2024	Senior Staff Meeting	Admin Staff
	General Staff Meeting	Admin Staff
August 25 - September 22	Grade 1 Individual Learning Profile GOILP	Grade1 Coordinators/Teachers
School Reopens: Academic Year 2024 - 2025		
SEPTEMBER 2024		
September 2	Grades 4-6 Orientation	Grade Coordinators/ Teachers
September 3	Grades 2-3 Orientation	Grade Coordinators/ Teachers
September 4	SCHOOL REOPENS BY SHIFT	All Staff Members
September 5	Administration of Diagnostic Tests	Teachers
September 6	STAFF DEVELOPMENT	Professional Development Committee/ D. Smith-Morrison
September 9	Miss Lou Day	Culture Committee/ K. Samuels-McIntosh
September	SWPBIS Sensitization	Guidance Counsellors
September 13	Jamaica Moves	Everyone
September 21	International Coastal Cleanup	Environmental Club
September	Math Skills Online Workshop [Zoom]	MOEYI
September	English Skills Online Workshop [Zoom]	MOEYI

September 20	Submission of TOS & T1 - Assessment Plans	Grade Coordinators

OCTOBER 2024		
October 14 -16	National Heritage Week Activities	Culture Committee/ K. Samuels-McIntosh
October 17	PROFESSIONAL DEVELOPMENT	Professional Development Committee/ D. Smith-Morrison
October 17 - 21	MID-TERM BREAK	
October 21	Heroes Day	
October 22	SCHOOL RESUMES	
October	Student Leaders Installation	Prefect/Peer Counsellor Committees
NOVEMBER 2024		
November	PARENTS MONTH/DRUG AWARENESS/YOUTH MONTH	
November 6	Church Service	Guidance Counsellors
November 13	Parenting Workshop	Guidance Counsellors
November 20	Football & Netball Competition	Guidance Counsellors
November 22	Exam scripts submission	Grade Coordinators
November 25 - 27	Exam scripts vetting days	Assessment committee/ Exam Coordinator
November 27	Parents Evening	Guidance Counsellors
DECEMBER 2024		
December 1	World Aids Day	Guidance Counsellors
December 2 - 5	Administration of IDRI	Teachers

December	SWPBIS Rewards Day	Guidance Counsellors
December 6	Fun Day	Fundraising Committee/ K. Thomas
December 9 - 13	End of Term Exams	Exam Coordinator/ Teachers
December 16	Carol Service	Administrators
December 17	Prize Giving Ceremony	Prize Giving Committee/ D. Smith-Morrison
December 18	General Staff Meeting	
December 19	Staff Function	Welfare Committee/ K. Thomas
December 20 - Jan 5	CHRISTMAS HOLIDAYS	
December 25	Christmas Day	
December 26	Boxing Day	
JANUARY 2025		
January	EARTHQUAKE AWARENESS MONTH	
January 1	New Year's Day	
January 6	SCHOOL RESUMES	
January	Submission of TOS & Terms 2 & 3 - Assessment Plans	Grade Coordinators
January	Earthquake Drills	Guidance Counsellors
January 22	Parent Conferencing	Teachers/ Grade Coordinators
January 23	GIRLS' DAY	Guidance Counsellors
January 30	BOYS' DAY	Guidance Counsellors

FEBRUARY 2025		
February	REGGAE MONTH & CAREER MONTH	

February	National Career Week	Guidance Counsellors
February	Career Day	Guidance Counsellors
February	Cub Scouts' Week	Cub Scout/ M. Munroe
February 13	GRADE 6 (PEP) - ABILITY TEST	Exam Coordinator/Grade 6 Teachers
February 21	Sports Day	Sports Department Ms. Thomas/ Mr. Henry
February 27	Career Day	Guidance Counsellors
February 28	Jamaica Day	Culture Committee/ K. Samuels-McIntosh
MARCH 2025		
March	PEACE MONTH	
March 4	Peace Day	Guidance Counsellors
March 5	Ash Wednesday	
March 5 - 7	MID - TERM BREAK	
March 7	PROFESSIONAL DEVELOPMENT	Professional Development Committee/ Smith-Morrison
March 10	SCHOOL RESUMES	
March 12 & 13	Grade 6 (PEP) Language Arts Performance Task Test	Exam Coordinator/Grade 6 Teachers
	Grade 6 (PEP) Mathematics Performance Task Test	Exam Coordinator/Grade 6 Teachers
March 14	Exam scripts submission	Grade Coordinators
March 17 - 19	Exam scripts vetting days	Assessment committee/ Exam Coordinator
March 24 - 28	Mathematics Week	Mathematics Committee/ D. Smith-Morrison
March	SWPBIS Rewards Day	Guidance Counsellors

APRIL 2025		
April 9 & 10	Grade 6 (PEP) Curriculum Based Test Language Arts & Science	Exam Coordinator/Grade 6 Teachers
	Grade 6 (PEP) Curriculum Based Test Mathematics & Social Studies	Exam Coordinator/Grade 6 Teachers
April 11 - 15	End of Term Exams	Exam Coordinator/ Teachers
April 17 - 25	EASTER HOLIDAYS	
April 18	Good Friday	
April 21	Easter Monday	
April 28	SCHOOL RESUMES	
April 28	Grade 1 Registration	Grade 1 Coordinators/ Teachers
April 28 - May 2	Literacy Week	Literacy Committee/ J. Murphy- Henry
MAY 2025		
May	CHILD'S MONTH	
May 4 -10	Education Week	
May 6	Read Across Jamaica Day	Literacy Committee/ J. Murphy- Henry
May 7	Teachers' Day	Welfare Committee
May 8	JTA Helen Stills Professional Development Day	Teachers
May	Administration of IDRI	Teachers
May 16	Children's Day	Guidance Counsellors
May 16	Exam scripts submission	Grade Coordinators

May 19 - 20	Exam scripts vetting days	Assessment committee/ Exam Coordinator
May 21	PROFESSIONAL DEVELOPMENT	Professional Development Committee/ Mrs Smith-Morrison
May 21 - 23	MID-TERM BREAK	
May 23	Labour Day	
May 27	SCHOOL RESUMES	
May 28 & 29	Grade 3 Diagnostic Tests	Exam Coordinator & Grade 3 Teachers

JUNE 2025		
June	End of Year Examinations Grade 6	Exam Coordinator/Teachers
June 4 & 5	Grade 5 (PEP) Performance Tasks Test Language Arts & Science	Exam Coordinator/Grade5 teachers
	Grade 5 (PEP) Performance Tasks Test Mathematics and Social Social Studies	Exam Coordinator/Grade 5 teachers
June	End of Year Examinations Grades 1 - 5	Exam Coordinator/Teachers
June 18 & 19	Grade 4 (PEP) Performance Tasks Literacy & Language	Exam Coordinator/Grade 4 teachers
	Grade 4 (PEP) Performance Tasks Numeracy & Mathematics	Exam Coordinator/Grade 4 teachers
June	SWPBIS Rewards Day	Guidance Counsellors
June	Serve Our School (Community Service)	Guidance Counsellors
June	Grades 6 & 3 TRANSITION SESSION	Grade Coordinators/ Guidance Dept.
June	Graduation	Graduation Committee Members

June	Graduation Dinner	Graduation Committee Members
June	Submission of reports to coordinators/ supervisors	Teachers
June	Completion/ Submission of Appraisal Documents	Supervisors
JULY 2025		
July	Distribution of reports	Records Clerk
July	Needs Assessment/ Report/ Guidance Programme	Guidance Counsellors
July	Staff Function	Welfare Committee/ K. Thomas
July 4	SCHOOL CLOSED	
JULY 7 - AUGUST 31	SUMMER HOLIDAYS	

NOTE

- JAMAICA MOVES - Every Friday
- Clubs & Society Meetings - Every Friday
- Senior Staff Meeting - Every Last Thursday
- Curriculum Implementation Team (CIT) Meeting - Every 2nd Tuesday

BREAKDOWN OF TOTAL TEACHING AND LEARNING DAYS FOR THE SCHOOL YEAR

School Terms	Teaching Days Per Term
Christmas Term	74
Easter Term	72
Summer Term	44
Total Days for the School Year	190