

Academic Calendar & Timetable Planner

School Administration

Document type: Plan / SOP / strategy / guide · Generated 16 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds an academic calendar and timetabling approach — terms, holidays, exams, events and activities across the year, plus daily/weekly timetable principles (periods, PTR, teacher load, labs/sports) — so the year runs smoothly and load is balanced. Use it to plan the year. For assessment use the Assessment & Examination System tool.

Purpose of this tool & output

Plan the year and the daily timetable

How the output is used

Use the planner to plan the academic year and the daily timetable.

Important cautions

Balance teacher load and spread subjects across the week for learning; align exam and event dates to the board calendar. Adapt to your sections and staff.

Companion documents

- Curriculum & Academic Plan
- Lesson Planning & Pedagogy System
- Assessment & Examination System
- Result Analysis & Improvement
- Academic Quality Audit
- Co-Curricular & Activities Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.