

# TAVUA COLLEGE

## TERM 1 CALENDAR – 2021

WEEK	YEAR/HOD ON DUTY	THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	REMARKS
1 Jan 18-22	10A/10B Group 1 HOD COMP / HECO	Positive Thinking	School Year begins 18 <sup>th</sup>  Student Free Day	Y 9,11 Orientation 19 <sup>th</sup>  Term 1 classes begin (Y9-12)  TEXTBOOK Distribution  Department loading due to P/VP	Transport Assistance forms due to Office 20 <sup>th</sup>  TEXTBOOK Distribution  LTP & IWP for 2021 to be prepared - HODs	Compound Area/House Division, (AP/HOD Agri/PEMAC), 21 <sup>st</sup>  Transport Assistance forms to be submitted to MOE  School Assembly*  TEXTBOOK Distribution	Issue of Registers/ Stationery, House teachers/students meeting (HOD PEMAC) 22 <sup>nd</sup>  Year List Finalized  TEXTBOOK Distribution  Concludes  SCHOOL BUDGET to be finalized	PMS AND IWP  LTP
2 Jan 25 - 29	10C/10D Group 2 HOD IA / SCIENCE	Obedience	Budget and program for prefect's investiture due to P 25 <sup>th</sup>  Budget for SaraswatiPooja/ Prefects Investiture to P  Students' profile updated - YTs – AP  Athletics Training begins*  Staff briefing	Staff profile due to office (All Teachers). 26 <sup>th</sup>  Students data for each subject entered in FEMIS - LC's  OHS meeting	Discipline/Gender Meeting. (AP/Child Protection Officer/YT/LC) 27 <sup>th</sup>  House Managers Meeting.  Wellness Program – HOD PEMAC  Nomination of Student Council MER for Jan. due to VP by HODs	Emergency Evacuation Procedure (EEP) drill 28 <sup>th</sup>  Dept. calendar due to VP/AP  HODs' Meeting with Principal  NON-READERS – program by HODs  DEIA Entry Due to Coordinator – JS/NNP  IWP DUE TO VP	Sports Budget due to P. (HOD PEMAC) 29 <sup>th</sup>  Annual Plan  Review/SP/COP/WUR/IWP due to MOE (AP/VP/P)  LTP DUE TO VP  Enrolment closes for Y9-12.	Student leaders training  Financial report by school Bursar  FEMIS review by Admin
3 Feb 01 - 05	10E/10F Group 3 HOD AGRI /LANG	Faith, Reverence	Update Year Lists - Y/T & Office. 1 <sup>st</sup>  All Sub- committee meetings (Inclusive of canteen Committee)	Marking of students' note Books – subject teachers 2 <sup>nd</sup>  School Assembly*  HPS Awareness on Diet/Physical Activity(MSB)	Text book acquisition review/ level coordinator submit report to P. 3 <sup>rd</sup>  Wellness program	Discipline Comm. Meeting 4 <sup>th</sup>  DEIA Activity Starts	Staff reviews of external exam results/strategies for improvement/targets for 2021 to be submitted by HODs to P	Year 13 Enrollment
4 Feb 08 - 12	11A/11B Group 4 HOD COMM/ PEMAC	Cleanliness, Anti-pollution	Y13 Term 1 Classes begin 8 <sup>th</sup>  Student Council Meeting (P/VP/AP/CPO).  Investiture training begins  Staff briefing  Y9 HPS Activity – MSB  HODs to check students' note/exercise books	FEMIS Entry Review – Vinitia 9 <sup>th</sup>  PEMAC department meeting with Principal  Y10 HPS Activity – MSB  Mid Term 1 papers due to HOD	Compound Area inspection (AP/HOD on duty). 10 <sup>th</sup>  Wellness program  Y11 HPS Activity – MSB  ROLL AUDIT in FEMIS	Y12 HPS Activity – MSB 11 <sup>th</sup>  All FEMIS data for student's subjects including home life to be finalized.  Y13 students meeting (200-250 marks)  DEIA Activity	PRELECTS INVESTITURE CEREMONY 12 <sup>th</sup>  Mid Term 1 papers due to VP for printing.  Y13 HPS Activity – MSB  Book Marking/Verification reports due to VP	Financial report by school Bursar  FEMIS review by Admin
5 Feb 15 - 19	11C/11D Group 5 HOD MATHS/ S/SC	We Are All One	Staff briefing 15 <sup>th</sup>  Text Books inspection by HOD/Subject Teachers	School Assembly 16 <sup>th</sup>  Mental Health & Well Being (MSB)	Wellness program 17 <sup>th</sup>  Mid-Term 1 Timetable due to VP/P (LC).	DEIA Activity 18 <sup>th</sup>  Y/T's meeting with P. Professional development	INTER-HOUSE ATHLETICS* 19 <sup>th</sup>  Workbooks due to P  Text book inspection reports due to VP by HODs	
6 Feb 22 - 26	11E/11F Group 1 HOD COMP / HECO	Using Time Wisely	Mid Term 1 Time-table due to students. 22 <sup>nd</sup>  ACADEMIC COUNSELLING Staff briefing	Lesson observation of department teachers. 23 <sup>rd</sup>  HOD Meeting	Wellness program 24 <sup>th</sup>  Feb MER due to VP by HODs	Mid Term 1 papers collated and checked by LC's 25 <sup>th</sup>  DEIA Activity	HPS – WASH ACTIVITY (MSB) 26 <sup>th</sup>  Lesson Observation reports due to VP	Financial report by school Bursar  LANGUAGE WEEK

7 Mar 01 - 05	12A/12B Group 2 HOD IA/ SCIENCE	Being Resourceful	Staff briefing	1 <sup>st</sup>	MID TERM 1 EXAM	2 <sup>nd</sup>	MID TERM 1 EXAM	3 <sup>rd</sup>	MID TERM 1 EXAM	4 <sup>th</sup>	FEMIS Entry Review Discipline Comm. Meeting Canteen Comm. Meeting DEIA Activity	5 <sup>th</sup>	Mid Term 1 Exam Marks due to Y/T & HODs School OHS Registration	FEMIS review by Admin
8 Mar 08 - 12	12C/12D Group 3 HOD AGRI /LANG	Self-Reliance/ Self Esteem	Mid Term 1 Master Sheets due to P. Staff briefing Marking of students' note/exercise books – subject teachers International Women's Day- March 8	8 <sup>th</sup>	Mid Term level Analysis due to P (LC) School Assembly Water Sanitation & Hygiene (MSB) HODs to check dept. teachers files. Department Meeting	9 <sup>th</sup>	Wellness Program Department Analysis for Mid Term 1 due to VP.	10 <sup>th</sup>	DEIA Activity Professional Development	11 <sup>th</sup>	PARENTS DAY/CAPS MEETING	12 <sup>th</sup>	Financial report by school Bursar FEMIS review by Admin MATH/PHYSICS WEEK	
9 Mar 15 - 19	12E/9A Group 4 HOD COMM/ PEMAC	Patience	Staff briefing HODs to check students' note/exercise books Term One End Examination papers due to HODs.	15 <sup>th</sup>	Holi & Easter Programme & Budget to P HOD Meeting	16 <sup>th</sup>	Discipline Comm. Meeting Wellness Program Lab books due to P	17 <sup>th</sup>	English Projects Progress Report due to P	18 <sup>th</sup>	Workbooks due to P Book Marking/Verification reports due to VP Term 1 Exam papers due to VP.	19 <sup>th</sup>	Student Leaders Training International Day of Forests March-21 Community Outreach COMMERCE WEEK	
10 Mar 22 - 26	9B/9C Group 5 HOD MATHS/ S/SC	Team Work	Staff briefing Text Books inspection by HOD/Subject Teachers World Water Day- March 22	22 <sup>nd</sup>	Student Council meeting. ACADEMIC Progress REPORT on number of Essays/Labs/Projects done - due to P School Assembly	23 <sup>rd</sup>	Wellness Program TERM 1 END EXAM TIMETABLE to be ready - LC/VP Professional Development	24 <sup>th</sup>	March MER due to VP HOLI CELEBRATION DEIA Activity	25 <sup>th</sup>	ZONAL MEET.*	26 <sup>th</sup>	Financial report by school Bursar SOCIAL SCIENCE WEEK	
11 Mar/Apr 29 - 02	9D/9E Group 1 HOD COMP/ / HECO	Being Helpful	HOLI	29 <sup>th</sup>	TERM 1 END EXAM TIMETABLE due to students – LCs/YTs Lesson Observation of department teachers Text books Inspection Reports due to VP by HODs	30 <sup>th</sup>	Wellness Program FEMIS Entry Review DEIA Activity	31 <sup>st</sup>	EASTER CELEBRATION	1 <sup>st</sup>	GOOD FRIDAY	2 <sup>nd</sup>	FEMIS review by Admin MYAPA REVIEWS MYAPA Assessment	
12 Apr 05 - 09	9F/10A Group 2 HOD IA/ SCIENCE	Compassion	EASTER MONDAY	5 <sup>th</sup>	DEIA Activity Staff briefing ACADEMIC COUNSELING Lesson Observation reports due to VP	6 <sup>th</sup>	Wellness program Ram Naami Programme & Budget due to P	7 <sup>th</sup>	School Assembly	8 <sup>th</sup>		9 <sup>th</sup>	Financial report by school Bursar MYAPA REVIEWS MYAPA Assessment	
13 Apr 12 - 16	10B/10C Group 3 HOD AGRI /LANG	Responsibility	Staff briefing TERM 1 END EXAM BEGINS	12 <sup>th</sup>	Femis Final Check on Subjects for all exam forms – LC's TERM 1 EXAM Cont'd	13 <sup>th</sup>	Wellness program Term 1 Exam papers to be placed in AP/s office and verified by LC's. TERM 1 EXAM Cont'd	14 <sup>th</sup>	DEIA Activity TERM 1 EXAM Cont'd	15 <sup>th</sup>	TERM 1 END EXAM ENDS Workbooks due to P	16 <sup>th</sup>	FEMIS review by Admin	
14 Apr 19 - 23	10D/10E Group 4 HOD COMM/ PEMAC	Being Healthy	Staff Briefing Term 1 Exam Marks Due To Students DEPARTMENT REPORTS due to Principal Maintenance requisites to AP (E/T)	19 <sup>th</sup>	TERM 1 EXAM Marks due to YTs & HODs RAM NAVAMI CELEBRATION OHS Meeting	20 <sup>th</sup>	RAM NAVAMI	21 <sup>st</sup>	Term 1 Exam Master Sheets due to P/VP Level & Dept. Analysis due to P/VP APRIL MER due to VP International Mother Earth Day - April 22	22 <sup>nd</sup>	COKE GAMES* DEPARTMENT REPORTS due to MOE. School classes for Term 1 holidays	23 <sup>rd</sup>	Financial report by school Bursar	

- Lesson Observation by Admin on going
- Countersigning of students note books on going
- Performance conversation on going