

**TAVUA COLLEGE**  
**TERM 1 PLANNER 2022**

WEEK	YEAR/HOD ON DUTY	THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	REMARKS
1 April 11-15	10A/10B Group 4 HOD S/SC/ PEMAC	Positive Thinking	11 <sup>th</sup> 2022 Academic Year begins  Y 9,11 Orientation  TEXTBOOK Distribution  Transport Assistance forms due to Office	12 <sup>th</sup> LTP for 2022 to be prepared – HODs  TEXTBOOK Distribution  Transport Assistance forms due to Office	13 <sup>th</sup> Transport Assistance forms due to Office  TEXTBOOK Distribution  Compound Area/House Division. (AP/HOD Agri/PEMAC). Wellness Program	14 <sup>th</sup> Transport Assistance forms to be entered in FEMIS  TEXTBOOK Distribution  Code of Conduct to be signed, returned, filed & submitted to AP	15 <sup>th</sup> <b>GOOD FRIDAY</b>	Issue of Registers/ Stationery.  IWP to be reviewed  Year List Finalized  LTP to be completed
2 April 18-22	10C/10D Group 5 HOD SCI/ COMP	Obedience	18 <sup>th</sup> <b>EASTER MONDAY</b>	19 <sup>th</sup> Students' Bio-Data updated – Y/T's – AP  Students Home life data to be entered in FEMIS - Y/T's  OHS meeting  Staff briefing	20 <sup>th</sup> Discipline/Gender Meeting. (AP/Child Protection Officer/Y/T/LC)  House Managers Meeting.  Wellness Program  Nomination of Student Council	21 <sup>st</sup> Emergency Evacuation Procedure (EEP) drill Dept. calendar due to VP/AP HODs' Meeting with Principal NON-READERS – program by HODs DEIA Entry Due to Coordinator – JS/NNP	22 <sup>nd</sup> Sports Budget due to P. (HOD PEMAC)  LTP DUE TO VP  Staff profile due to office (New Teachers).	FEMIS review by Admin  Budget and program for prefect's investiture due to P  Budget for SaraswatiPooja/ Prefects Investiture to P  SARASWATI POOJA
3 April 25-29	10E/10F Group 1 HOD LANG/ HECO	Faith, Reverence	25 <sup>th</sup> SCHOOL ASSEMBLY HPS Awareness on Diet/Physical Activity(MSB)  Update Year Lists - Y/T & Office.	26 <sup>th</sup> All Sub- committee meetings (Inclusive of canteen Committee)	27 <sup>th</sup> Wellness program	28 <sup>th</sup> DEIA Activity Starts  Text book acquisition review/ level coordinator submit report to P.	29 <sup>th</sup> Staff reviews of external exam results/strategies for improvement/targets for 2022 to be submitted by HODs to P  PREFECTS INVESTITURE CEREMONY	
4 May 02 – 06	11A/11B Group 2 HOD MATHS/ COMM	Cleanliness, Anti- pollution	2 <sup>nd</sup> Student Council Meeting (P/VP/AP/CPO).  Investiture training begins  Staff briefing  Mental Health & Wellbeing Week –MSB  Marking of students' note Books by subject teachers	3 <sup>rd</sup> FEMIS Entry Review – Vinilta  PEMAC department meeting with Principal  Y9/10 HPS Activity – MSB	4 <sup>th</sup> Compound Area inspection (AP/HOD on duty).  Wellness program  Y11 HPS Activity – MSB  ROLL AUDIT in FEMIS	5 <sup>th</sup> Y12 HPS Activity – MSB  All FEMIS data for student's subjects including home life to be reviewed to accommodate changes  DEIA Activity	6 <sup>th</sup> Y13 HPS Activity – MSB  MHW Poster Competition - MSB	FEMIS review by Admin  <b>SHORT TEST 1 WEEK</b>
5 May 09 – 13	11C/11D Group 3 HOD AGRI/IA	We Are All One	9 <sup>th</sup> Staff briefing  Book Marking/Verification by HODs	10 <sup>th</sup> SCHOOL ASSEMBLY  SHORT TEST Dept & Overall Analysis due to VP – HODs/LC's	11 <sup>th</sup> Wellness program	12 <sup>th</sup> DEIA Activity  Y/T's meeting with P.  Mental Health & Well Being (MSB) – Staff PD	13 <sup>th</sup> Workbooks due to P  Book Marking/Verification reports due to VP	LANGUAGE WEEK   COMMUNITY OUTREACH

6 May 16-20	11E/11F Group 4 HOD S/SC/ PEMAC	Using Time Wisely	16 <sup>th</sup> ACADEMIC COUNSELING Staff briefing Text Books inspection by HOD/Subject Teachers	17 <sup>th</sup> Lesson observation of department teachers.  HOD Meeting	18 <sup>th</sup> Wellness program	19 <sup>th</sup> DEIA Activity  Professional Development  HPS – WASH ACTIVITY (MSB)	20 <sup>th</sup> Textbook Inspection Report due to VP by HODs	Financial report by school Bursar
7 May 23 – 27	12A/12B Group 5 HOD SCI/ COMP	Being Resourceful	23 <sup>rd</sup> Staff briefing Lesson Observation reports due to VP	24 <sup>th</sup>	25 <sup>th</sup> Wellness program	26 <sup>th</sup> FEMIS Entry Review Discipline Comm. Meeting Canteen Comm. Meeting DEIA Activity	27 <sup>th</sup>	FEMIS review by Admin  MATH/PHYSICS WEEK
8 May/June 30 - 03	12C/12D Group 1 HOD LANG/ HECO	Self- Reliance/ Self Esteem	30 <sup>th</sup> Staff briefing Marking of students’ note/exercise books – subject teachers	31 <sup>st</sup> SCHOOL ASSEMBLY Water Sanitation & Hygiene (MSB) HODs to check dept. teachers files. Department Meeting	1 <sup>st</sup> Wellness Program	2 <sup>nd</sup> DEIA Activity  Professional Development	3 <sup>rd</sup> HPS Gardening Activity	Financial report by school Bursar FEMIS review by Admin  SHORT TEST 2 WEEK
9 June 06 - 10	12E/13A Group 2 HOD MATHS/ COMM	Patience	6 <sup>th</sup> Staff briefing HODs to check students’ note/exercise books	7 <sup>th</sup> HOD Meeting  SHORT TEST Dept & Overall Analysis due to VP – HODs/LC’s	8 <sup>th</sup> Wellness Program  English Projects Progress Report due to P	9 <sup>th</sup> Lab Books due to P  HPS WASH Poster Competition - MSB	10 <sup>th</sup> Book Marking/Verification reports due to VP Workbooks due to P PARENTS DAY	Community Outreach  COMMERCE WEEK
10 June 13 – 17	13B/13C Group 3 HOD AGRI/IA	Team Work	13 <sup>th</sup> Staff briefing Text Books inspection by HOD/Subject Teachers	14 <sup>th</sup> Student Council meeting. ACADEMIC Progress REPORT on number of Essays/Labs/Projects done - due to P SCHOOL ASSEMBLY	15 <sup>th</sup> Wellness Program	16 <sup>th</sup> DEIA Activity  Professional Development	17 <sup>th</sup> Textbook Inspection Report due to VP by HODs	Financial report by school Bursar
11 June 20 – 24	9A/9B Group 4 HOD S/SC/ PEMAC	Being Helpful	20 <sup>th</sup> Staff Briefing	21 <sup>st</sup> Lesson Observation of department teachers	22 <sup>nd</sup> Wellness Program FEMIS Entry Review  DEIA Activity	23 <sup>rd</sup> ACADEMIC COUNSELING	24 <sup>th</sup> Lesson Observation Report due to VP by HODs	FEMIS review by Admin  MyAPA REVIEWS MyAPA Interim Assessment SOCIAL SCIENCE WEEK
12 June/July 27 - 01	9C/9D Group 5 HOD SCI/ COMP	Compassion	27 <sup>th</sup> Staff briefing  PERFORMANCE ASSESSMENT to be finalized	28 <sup>th</sup> DEIA Activity  SCHOOL ASSEMBLY  Careers Workshop	29 <sup>th</sup> Wellness program  Careers Workshop	30 <sup>th</sup> MID-YEAR EXAMINATION PAPERS DUE TO HOD	1 <sup>st</sup>	Financial report by school Bursar SHORT TEST 3 WEEK MyAPA REVIEWS MyAPA Interim Assessment
13 July 04 - 08	9E/9F Group 1 HOD LANG/ HECO	Responsibility	4 <sup>th</sup> Staff briefing DEPARTMENT REPORTS due to Principal Maintenance requisites to AP (F/T)	5 <sup>th</sup> Femis Final Check on Subjects for all exam forms – LC’s SHORT TEST Dept & Overall Analysis due to VP – HODs/LC’s	6 <sup>th</sup> Wellness program  MID-YEAR EXAMINATION PAPERS DUE TO VP	7 <sup>th</sup> DEIA Activity	8 <sup>th</sup> Workbooks due to P DEPARTMENT REPORTS due to MOE. School closes for Term 1 holidays	FEMIS review by Admin  COKE GAMES

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