

TAVUA COLLEGE
TERM 2 PLANNER – 2022



WEEK/ DATE	DUTIES Form/ HOD's on Duty	THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Remarks
1 18 TH – 22 ND JULY	10A/10B Group 2 HOD MATHS/ COMM	Sincerity	18 th Term 2 begins Staff briefing Mid-Year Exam papers due to HOD	19 th	20 th DEIA & HPS Activity HPS	21 st Mid-Year Exam papers due to VP	22 nd	Update School Website TEST WEEK
2 25 TH – 29 TH JULY	10C/10D Group 3 HOD AGRI/IA	Diligence	25 th Staff briefing Book Marking & Verification by HODs	26 th HODs' Meeting School Assembly	27 th FEMIS Roll Review Mid-Year Exam Timetable to be ready – LC's/VP	28 th Department Calendar due OHS Meeting – CUK <i>Staff PD</i>	29 th Book Marking & Verification Report due to VP by HODs Monthly Coverage report due to VP by HODs Mid-Year Exam Timetable due to Students	Update School Website
3 1 ST – 5 TH AUGUST	10E/10F Group 4 HOD S/SC/ PEMAC	Be Prepared	1 st Staff briefing	2 nd Academic Counseling	3 rd DEIA & HPS Activity	4 th Department Meeting	5 th Community Outreach	Update School Website SCIENCE WEEK
4 8 TH – 12 TH AUGUST	11A/11B Group 5 HOD SCI/ COMP	Commitment	8 th Staff briefing	9 th School Assembly	10 th FEMIS Review	11 th Discipline Committee meeting – VP	12 th Work Book Inspection by P	Maintenance Report due to P
5 15 TH – 19 TH AUGUST	11C/11D Group 1 HOD LANG/ HECO	Team Work	15 th Staff briefing Text Book Inspection Mid-Year Exam marks due to Students	16 th	17 th Mid-Year Exam marks due to Year Teachers	18 th	19 th Text Book Inspection reports due to VP – HODs	
6 22 ND – 26 TH AUGUST	11E/11F Group 2 HOD MATHS/ COMM	Being Passionate	22 nd Staff briefing Lesson Observation by HODs Mid-Year Exam Master Sheets /Dept/Level Analysis due to P/VP	23 rd HODs' Meeting School Assembly Mid-Year Exam Report Sheets to be Ready	24 th DEIA & HPS Activity	25 th COKE GAMES Department Meeting	26 th Lesson Observation Report due to VP by HODs CAPS MEETING/PARENTS DAY	Update School Website
MID – YEAR EXAMINATION – YEAR 9 – 13								

7 29 TH – 2 ND AUG-SEPT.	9A/9B Group 3 HOD AGRI/IA	Compassion	29 th Staff briefing Book Marking & Verification by HODs	30 th Staff PD	31 st Monthly Coverage report due to VP by HODs	1 st OHS Meeting – CUK Mid-Year Exam marks to be entered in FEMIS	2 nd Book Marking & Verification Report due to VP by HODs	
8 5 TH – 9 TH SEPTEMBER	9C/9D Group 4 HOD S/SC/ PEMAC	Relationship	5 th Staff briefing	6 th School Assembly Discipline Committee meeting – VP	7 th Constitution Day [Public Holiday]	8 th Maintenance Report due to P Lesson Observation by HODs	9 th Work Book Inspection by P	IWP Review SHORT TEST 4
9 12 TH – 16 TH SEPTEMBER	9E/9F Group 5 HOD SCI/ COMP	Responsibility	12 th Staff briefing Text Book Inspection	13 th Department Meeting	14 th DEIA & HPS Activity	15 th	16 th Text Book Inspection Report due to VP	Update School Website
10 19 TH – 23 RD SEPTEMBER	10A/10B Group 1 HOD LANG/ HECO	Courage	19 th Staff briefing Lesson Observation by HODs VVV Moderation	20 th HODs' Meeting School Assembly	21 st FEMIS Review	22 nd	23 rd Lesson Observation Report due to VP by HODs	Update School Website
11 26 TH – 30 TH SEPTEMBER	10C/10D Group 2 HOD MATHS/ COMM	Determination	26 th	27 th	28 th DEIA & HPS Activity	29 th Staff PD	30 th Monthly Coverage report due to VP by HODs	Update School Website
12 3 RD – 6 TH OCTOBER	10E/10F Group 3 HOD AGRI/IA	Tolerance	3 rd Staff briefing Term 2 Department Reports due to P – HODs Y12&13 ANNUAL EXAM PAPERS due to HODs	4 th School Assembly	5 th	6 th School closes for Term 2 holidays. Y12&13 ANNUAL EXAM PAPERS due to VP	7 th Term 2 Holidays begins Prophet Muhammad's Birthday [Public Holiday]	SHORT TEST 5

- **Lesson Observation** by Admin on going
- Performance Conversation on going