

TAVUA COLLEGE
TERM 1 PLANNER 2023

WEEK	YEAR/HOD ON DUTY	THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	REMARKS
1 FEB 06 - 10	10A/10B Group 1 HOD COMP / IA	Positive Thinking	6 th 2023 Academic Year begins Y9 Orientation LTP for 2023 to be prepared – HODs TEXTBOOK Distribution Transport Assistance forms due to Office	7 th TEXTBOOK Distribution Transport Assistance forms due to Office	8 th Wellness Program Transport Assistance forms due to Office TEXTBOOK Distribution Compound Area/House Division. (AP/HOD Agri/PEMAC).	9 th Transport Assistance forms to be entered in FEMIS TEXTBOOK Distribution Code of Conduct to be signed, returned, filed & submitted to AP LTP to be completed	10 th LTP DUE TO VP Staff profile due to office (New Teachers). TEXTBOOK Distribution Students Home life data to be entered in FEMIS - Y/T's	Issue of Registers/ Stationery. IWP Budget and program for prefect's investiture due to P Budget for SaraswatiPooja/ Prefects Investiture to P
2 FEB 13 - 17	10C/10D Group 2 HOD MATHS / PEMAC	Obedience	13 th Staff briefing Year List Finalized Staff reviews of external exam results/strategies for improvement/targets for 2023 to be submitted by HODs to P	14 th Students' Bio-Data updated – YT's – AP OHS meeting SCHOOL ASSEMBLY	15 th Discipline/Gender Meeting. (AP/Child Protection Officer/Y/T/LC) Wellness Program Nomination of Student Council Text book acquisition review/ level coordinator submit report to P.	16 th Emergency Evacuation Procedure (EEP) drill Dept. calendar due to VP/AP NON-READERS – program by HODs DEIA Entry Due to Coordinator – RC/NN	17 th Sports Budget due to P. (HOD PEMAC) SARASWATI POOJA	FEMIS review by Admin Athletics Training SCHOOL BUDGET FINALISED
3 FEB 20 - 24	10E/11A Group 3 HOD LANG / SCI	Faith, Reverence	20 th Staff briefing HPS Awareness on Diet/Physical Activity(MSB) Update Year Lists - Y/T & Office. Student Council Meeting (P/VP/AP/CPO).	21 st All Sub- committee meetings (Inclusive of canteen Committee)	22 nd Wellness program	23 rd DEIA Activity Starts - RC/NN HODs' Meeting with Principal	24 th PREFECTS INVESTITURE CEREMONY	ROLL AUDIT in FEMIS
4 FEB/MAR 27 - 03	11B/11C Group 4 HOD AGRI / COMM	Cleanliness, Anti-pollution	27 th Staff briefing Mental Health & Wellbeing Week –MSB Marking of students' note Books by subject teachers	28 th SCHOOL ASSEMBLY FEMIS Entry Review – Vinilta PEMAC department meeting with Principal Y9/10 HPS Activity – MSB COVERAGE REPORT due to VP - HoDs	1 st Compound Area inspection (AP/HOD on duty). Wellness program Y11 HPS Activity – MSB	2 nd Y12 HPS Activity – MSB All FEMIS data for student's subjects including home life to be reviewed to accommodate changes DEIA Activity - RC/NN	3 rd Y13 HPS Activity – MSB	FEMIS review by Admin TOPIC TEST 1 FINANCIAL REPORT by School Bursar uploaded in FEMIS
5 MARCH 06-10	11D/11E Group 5 HOD S/SC/ HECO	We Are All One	6 th Staff briefing Book Marking/Verification by HODs	7 th TOPIC TEST 1 Dept & Overall Analysis due to VP – HODs/LC's	8 th HOLI International Women's Day	9 th DEIA Activity - RC/NN Y/T's meeting with P. Mental Health & Well Being (MSB) – Staff PD	10 th Workbooks due to P Book Marking/Verification reports due to VP	LANGUAGE WEEK COMMUNITY OUTREACH

6 MARCH 13 - 17	11F/12A Group 1 HOD COMP / IA	Using Time Wisely	Staff briefing Text Books inspection by HOD/Subject Teachers	13 th SCHOOL ASSEMBLY	14 th Wellness program ACADEMIC COUNSELING	15 th HOD Meeting DEIA Activity- RC/NN HPS – WASH ACTIVITY (MSB)	16 th Textbook Inspection Report due to VP by HODs	17 th	
7 MARCH 20 - 24	12B/12C Group 2 HOD MATHS / PEMAC	Being Resourceful	Staff briefing Lesson observation of department teachers.	20 th	21 st Discipline Comm. Meeting Canteen Comm. Meeting	22 nd Wellness program	23 rd FEMIS Entry Review DEIA Activity- RC/NN	24 th Lesson Observation reports due to VP	FEMIS review by Admin MATH/PHYSICS WEEK
8 MARCH 27 - 31	12D/12E Group 3 HOD LANG / SCI	Self-Reliance/ Self Esteem	Staff briefing Marking of students' note/exercise books – subject teachers	27 th	28 th SCHOOL ASSEMBLY Water Sanitation & Hygiene (MSB) HODs to check dept. teachers files. Department Meeting	29 th Wellness Program DEIA Activity- RC/NN	30 th RAM NAVAMI	31 st FINANCIAL REPORT by school Bursar uploaded in FEMIS COVERAGE REPORT due to VP – HoDs HPS Gardening Activity	FEMIS review by Admin TOPIC TEST 2
9 APRIL 03 - 07	12F/13A Group 4 HOD AGRI / COMM	Patience	Staff briefing HODs to check students' note/exercise books	3 rd	4 th HOD Meeting TOPIC TEST 2 Dept & Overall Analysis due to VP – HODs/LC's	5 th Wellness Program English Projects Progress Report due to P	6 th Book Marking/Verification reports due to VP Lab Books due to P HPS WASH Poster Competition - MSB	7 th GOOD FRIDAY	Community Outreach COMMERCE WEEK
10 APRIL 10 - 14	13B/13C Group 5 HOD S/SC/ HECO	Team Work	EASTER MONDAY	10 th	11 th Staff briefing Text Books inspection by HOD/Subject Teachers	12 th Wellness Program Student Council meeting.	13 th DEIA Activity- RC/NN Professional Development	14 th Workbooks due to P	
11 APRIL 17 - 21	9A/9B Group 1 HOD COMP / IA	Being Helpful	Staff Briefing Textbook Inspection Report due to VP by HODs Lesson Observation of department teachers	17 th	18 th FEMIS Entry Review DEIA Activity –RC/NN	19 th Wellness Program	20 th ACADEMIC COUNSELING	21 st Lesson Observation Report due to VP by HODs	FEMIS review by Admin SOCIAL SCIENCE WEEK
12 APRIL 24 - 28	9C/9D Group 2 HOD MATHS / PEMAC	Compassion	Staff briefing	24 th	25 th SCHOOL ASSEMBLY DEIA Activity-RC/NN	26 th Wellness program	27 th HOD Meeting	28 th FINANCIAL REPORT by school Bursar uploaded in FEMIS COVERAGE REPORT due to VP – HoDs	TOPIC TEST 3
13 MAY 01 - 05	9E/9F Group 3 HOD LANG / SCI	Responsibility	Staff briefing TERM 1 DEPARTMENT REPORTS due to Principal Maintenance requisites to AP (F/T)	1 st	2 nd Femis Final Check on Subjects for all exam forms – LC's TOPIC TEST 3 Dept & Overall Analysis due to VP – HODs/LC's	3 rd Wellness program	4 th DEIA Activity- RC/NN	5 th Workbooks due to P DEPARTMENT REPORTS due to MOE. <i>School closes for Term 1 holidays</i>	FEMIS review by Admin COKE GAMES

- Lesson Observation by Admin on going
- Countersigning of students note books on going
- Performance conversation on going
- MAR and Bank Reconciliation due by 5th of following month.