

**TAVUA COLLEGE**  
**TERM 2 PLANNER 2023**

WEEK	YEAR/HOD ON DUTY	THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	REMARKS
<b>1</b> 22 <sup>ND</sup> – 26 <sup>TH</sup> MAY	10A/10B Group 4 HOD AGRI / COMM	<b>Sincerity</b>	22 <sup>nd</sup> STUDENT FREE DAY Staff/Dept. Meetings Staff Professional Development	23 <sup>rd</sup> Classes resume for Term 2	24 <sup>th</sup> DEIA & HPS Activity  Wellness	25 <sup>th</sup> Canteen Committee Meeting  OHS Meeting - CUK	26 <sup>th</sup> IWP Review  <i>Ratu Sukuna Day Celebration</i>	<b>SOCIAL SCIENCE WEEK</b>  <i>Transport Assistance Issues/Concerns</i>
<b>2</b> 29 <sup>TH</sup> – 2 <sup>ND</sup> MAY-JUNE	10C/10D Group 5 HOD S/SC/ HECO	<b>Diligence</b>	29 <sup>th</sup> <b>RATU SUKUNA DAY</b> [Public Holiday]	30 <sup>th</sup> Mid-Year Examination Papers due to HOD  SCHOOL ASSEMBLY	31 <sup>st</sup> Wellness  HPS Monthly Report due – MSB	1 <sup>st</sup> Discipline Committee meeting - VP  Department ISRI	2 <sup>nd</sup> Mid-Year Examination Papers due to VP  Department ISRI	FEMIS Roll Review School Website Update
<b>3</b> 5 <sup>TH</sup> – 9 <sup>TH</sup> JUNE	10E/11A Group 1 HOD COMP / IA	<b>Be Prepared</b>	5 <sup>th</sup> Staff Briefing  Lesson Observation by HoDs	6 <sup>th</sup> Emergency Evacuation Drill	7 <sup>th</sup> Wellness  DEIA & HPS Activity	8 <sup>th</sup> COMMUNITY OUTREACH  Department ISRI	9 <sup>th</sup> Lesson Observation Report due to VP  Department ISRI	<b>TOPIC TEST 3</b>
<b>4</b> 12 <sup>TH</sup> – 16 <sup>TH</sup> JUNE	11B/11C Group 2 HOD MATHS / PEMAC	<b>Commitment</b>	12 <sup>th</sup> Staff Briefing  Mid-Year Exam Timetable to be ready – LCs Book Marking & Verification by HODs  NZ High Commissioner Official Visit	13 <sup>th</sup> SCHOOL ASSEMBLY  HOD Meeting  Topic Test 3 marks due to Year Teachers	14 <sup>th</sup> Mid-Year Exam Timetable due to Students  Wellness	15 <sup>th</sup> ACADEMIC COUNSELLING  Department Meetings  Department ISRI  Topic Test 3 Overall Analysis due to VP/P	16 <sup>th</sup> Book Marking & Verification Report due to VP  Department ISRI	<b>SCIENCE COMPETITIONS</b> FEMIS Roll Review School Website Update
<b>5</b> 19 <sup>TH</sup> – 23 <sup>RD</sup> JUNE	11D/11E Group 3 HOD LANG / SCI	<b>Team Work</b>	19 <sup>th</sup> Staff Briefing Text Book Inspection	20 <sup>th</sup>	21 <sup>st</sup> DEIA & HPS Activity  Wellness	22 <sup>nd</sup> Mid-Year Examination Papers to be ready in AP's Office – LCs	23 <sup>rd</sup> Text Book Inspection Report due to VP – HODs  Workbooks due to Principal	
<b>6</b> 26 <sup>TH</sup> – 30 <sup>TH</sup> JUNE	11F/9A Group 4 HOD AGRI / COMM	<b>Being Passionate</b>	26 <sup>th</sup> Staff Briefing	27 <sup>th</sup>	28 <sup>th</sup> Wellness	29 <sup>th</sup> OHS Meeting - CUK	30 <sup>th</sup> Coverage Report due to VP HPS Monthly Report due – MSB  INTERIM ASSESSMENT due	FEMIS Roll Review School Website Update
<b>MID – YEAR EXAMINATION</b>								

<b>7</b> 3 <sup>RD</sup> – 7 <sup>TH</sup> JULY	9B/9C Group 5 HOD S/SC/ HECO	<b>Compassion</b>	3 <sup>rd</sup> Staff Briefing Mid-Year Exam marks due to Students	4 <sup>th</sup> SCHOOL ASSEMBLY HOD Meeting	5 <sup>th</sup> Mid-Year Exam marks due to Year Teachers  DEIA & HPS Activity  Wellness	6 <sup>th</sup> Staff Professional Development	7 <sup>th</sup> Mid-Year Exam Mastersheets /Dept./Level Analysis due to VP/P	
<b>8</b> 10 <sup>TH</sup> – 14 <sup>TH</sup> JULY	9D/9E Group 1 HOD COMP / IA	<b>Relationship</b>	10 <sup>th</sup> Staff Briefing Lesson Observation by HoDs	11 <sup>th</sup> Mid-Year Exam Report Sheets to be ready	12 <sup>th</sup> <i>Chem Quiz</i> Emergency Evacuation Drill  Wellness	13 <sup>th</sup> Department Meetings	14 <sup>th</sup> <b>CAPS MEETING/PARENTS DAY</b>	FEMIS Roll Review School Website Update
<b>9</b> 17 <sup>TH</sup> – 21 <sup>ST</sup> JULY	9F/10A Group 2 HOD MATHS / PEMAC	<b>Responsibility</b>	26 <sup>th</sup> Staff Briefing  Mid-Year Marks Entry in FEMIS – LC  Lesson Observation Report due to VP	18 <sup>th</sup> SCHOOL ASSEMBLY	19 <sup>th</sup> DEIA & HPS Activity  Wellness	20 <sup>th</sup> Discipline Committee meeting - VP	21 <sup>st</sup>	
<b>TEST &amp; ENTERPRISING WEEK</b>								
<b>10</b> 24 <sup>TH</sup> – 28 <sup>TH</sup> JULY	10B/10C Group 3 HOD LANG / SCI	<b>Courage</b>	24 <sup>th</sup> Staff Briefing Book Marking & Verification by HODs	25 <sup>th</sup> HOD Meeting	26 <sup>th</sup> Mid-Year Marks Entry in FEMIS due date  Wellness	27 <sup>th</sup>	28 <sup>th</sup> Book Marking & Verification Report due to VP	FEMIS Roll Review School Website Update
<b>11</b> 31 <sup>ST</sup> – 4 <sup>TH</sup> JULY-AUG	10D/10E Group 4 HOD AGRI / COMM	<b>Determination</b>	31 <sup>st</sup> Staff Briefing Coverage Report due to VP HPS Monthly Report due – MSB Staff Briefing Text Book Inspection	1 <sup>st</sup> SCHOOL ASSEMBLY	2 <sup>nd</sup> DEIA & HPS Activity  Wellness	3 <sup>rd</sup> Staff Professional Development	4 <sup>th</sup> Text Book Inspection Report due to VP - HODs  Workbooks due to Principal	<b>TOPIC TEST 4</b>
<b>12</b> 7 <sup>TH</sup> – 11 <sup>TH</sup> AUG	11A/11B Group 5 HOD S/SC/ HECO	<b>Tolerance</b>	7 <sup>th</sup> Staff Briefing	8 <sup>th</sup> HOD Meeting  Topic Test 4 marks due to Year Teachers	9 <sup>th</sup> Wellness	10 <sup>th</sup> Department Meetings  Topic Test 4 Overall Analysis due to VP/P	11 <sup>th</sup>	FEMIS Roll Review School Website Update  <b>SCIENCE WEEK</b>
<b>13</b> 14 <sup>TH</sup> – 18 <sup>TH</sup> AUG	11C/11D Group 1 HOD COMP / IA	<b>Positive Thinking</b>	14 <sup>th</sup> Staff Briefing	15 <sup>th</sup> SCHOOL ASSEMBLY	16 <sup>th</sup> Wellness DEIA & HPS Activity	17 <sup>th</sup> OHS Meeting - CUK	18 <sup>th</sup>	
<b>14</b> 21 <sup>ST</sup> – 25 <sup>TH</sup> AUG	11E/11F Group 2 HOD MATHS / PEMAC	<b>Obedience</b>	21 <sup>st</sup> Staff briefing Term 2 Department Reports due to P – HODs	22 <sup>nd</sup>	23 <sup>rd</sup> Wellness	24 <sup>th</sup>	25 <sup>th</sup> Coverage Report due to VP HPS Monthly Report due – MSB  School closes for Term 2 holidays	FEMIS Roll Review School Website Update

- Lesson Observation by Admin on going
  - Performance conversation on going
  - MAR and Bank Reconciliation due by 5<sup>th</sup> of following month.
  - Projects Moderation – *dates to be finalized later.*
- Countersigning of students note books on going
- Academic Counselling by Admin on-going