

TAVUA COLLEGE
TERM 1 PLANNER 2024

WEEK	YEAR/HOD ON DUTY	THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	REMARKS
1 JAN-FEB 29 - 02	10A/10B Group 1 HOD COMP / HECO	Positive Thinking	29 th STUDENT FREE DAY Induction of New Teachers Staff Meeting Professional Development (SP/COP/Y9 Curriculum) Department Meetings	30 th Y9 Orientation TEXTBOOK Distribution Transport Assistance forms due to Office LTP preparation – HoDs HoD Meeting	31 st Wellness Program Transport Assistance forms due to Office TEXTBOOK Distribution Compound Area/House Division. (AP/HOD Agri/PEMAC).	1 st New 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	2 nd 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 Saraswati Pooja due to P <i>World Cancer Day – 4th Feb</i>
2 FEB 05 - 09	10C/10D Group 2 HOD MATHS / COMM	Obedience	5 th Staff briefing Year List Finalized Staff reviews of External Exam results/Strategies for improvement/Targets for 2024 to be submitted by HODs to P	6 th Students' Bio-Data updated – YT's – AP OHS meeting SCHOOL ASSEMBLY	7 th Discipline/Gender Meeting. (AP/Child Protection Officer/YT's/LC) Wellness Program Nomination of Student Council Textbook Issue A3 Summary Sheet to be ready on e-learning (Y/T's)	8 th Dept. calendar due to VP/AP NON-READERS – program by HODs DEIA Entry Due to Coordinator – RC/NN Text book acquisition review meeting/ level coordinator submit report to P.	9 th <i>SARASWATI POOJA</i> Sports Budget due to P. (HOD PEMAC) SP 2024-2026 finalised DMP submitted to MoE FEMIS update to be completed – Y/Ts/LCs Newsletter 1 to be issued	FEMIS review by Admin Athletics Training SCHOOL BUDGET FINALISED <i>International Day of Women & Girls in Science – 11th Feb</i>
3 FEB 12 - 16	10E/10F Group 3 HOD S/SC / AGRI	Faith, Reverence	12 th Staff briefing HPS Awareness on Diet/Physical Activity- MSB/SSM Update Year Lists - Y/T & Office. Student Council Meeting (P/VP/AP/CPO).	13 th All Sub- committee meetings (Inclusive of canteen Committee) PD on Assessments/Blueprint preparation <i>World Radio Day</i>	14 th Wellness program	15 th DEIA Activity Starts - RC/NN HODs' Meeting with Principal Emergency Evacuation Procedure (EEP) drill	16 th PREFECTS INVESTITURE CEREMONY	ROLL AUDIT in FEMIS
4 FEB 19 - 23	11A/11B Group 4 HOD LANG / IA	Cleanliness, Anti-pollution	19 th Staff briefing Mental Health & Wellbeing Week –MSB/SSM Marking of students' note Books by subject teachers	20 th SCHOOL ASSEMBLY FEMIS Entry Review – Vinilta PEMAC department meeting with Principal Y9/10 HPS Activity – MSB/SSM	21 st Compound Area inspection (AP/HOD on duty). Wellness program Y11 HPS Activity – MSB/SSM <i>International Mother Language Day</i>	22 nd Y12 HPS Activity – MSB/SSM All FEMIS data for student's subjects including home life to be reviewed to accommodate changes DEIA Activity - RC/NN	23 rd Y13 HPS Activity – MSB/SSM COP 2024 to be finalised	FEMIS review by Admin
5 FEB-MAR 26 - 01	11C/11D Group 5 HOD PEMAC/ SCI	We Are All One	26 th Staff briefing Book Marking/Verification by HODs	27 th	28 th Wellness program	29 th DEIA Activity - RC/NN Y/T's meeting with P. Mental Health & Well Being (MSB) – Staff PD COVERAGE REPORT due to VP – HoDs	1 st Workbooks due to P Book Marking/Verification reports due to VP INTERHOUSE ATHLETICS <i>Zero Discrimination Day</i>	LANGUAGE WEEK COMMUNITY OUTREACH <i>World Wildlife Day - 3rd March</i>

6 MARCH 04 - 08	12A/12B Group 1 HOD COMP /HECO	Using Time Wisely	Staff briefing Lesson observation of department teachers.	SCHOOL ASSEMBLY	Wellness program ACADEMIC COUNSELING	HOD Meeting DEIA Activity- RC/NN HPS – WASH ACTIVITY (MSB)	Lesson Observation reports due to VP INTERNATIONAL WOMEN'S DAY	FEMIS review by Admin
7 MARCH 11 - 15	12C/12D Group 2 HOD MATHS / COMM	Being Resourceful	Staff briefing Text Books inspection by HOD/Subject Teachers	Discipline Comm. Meeting Canteen Comm. Meeting Professional Development	Wellness program Newsletter 2 to be issued	FEMIS Entry Review DEIA Activity- RC/NN	Textbook Inspection Report due to VP by HODs CAPS MEETING 1 for Years 12/13	TOPIC TEST 1 MATHS/PHYSICS WEEK
8 MARCH 18 - 22	12E/12F Group 3 HOD S/SC / AGRI	Self-Reliance/ Self Esteem	Staff briefing Marking of students' note/exercise books – Subject teachers TOPIC TEST 1 Dept & Overall Analysis due to VP – HODs/LC's	SCHOOL ASSEMBLY Water Sanitation & Hygiene (MSB/SSM) HODs to check dept. teachers files. Department Meeting	Wellness Program DEIA Activity- RC/NN	Discipline/Gender Meeting. (AP/Child Protection Officer/YT's/LC) ZONE ATHLETICS World Poetry Day/World Downs Syndrome Day/International Day of Forests	ZONE ATHLETICS HPS Gardening Activity- MSB/SSM World Water Day	FEMIS review by Admin World Meteorological Day – 23 rd March
9 MARCH 25 - 29	13A/13B Group 4 HOD LANG /IA	Patience	HOLI	HOD Meeting Book Marking/Verification by HODs	Wellness Program English Projects Progress Report due to P	COVERAGE REPORT due to VP – HoDs Emergency Evacuation Procedure (EEP) drill	GOOD FRIDAY	Community Outreach COMMERCE WEEK
10 APRIL 01 - 05	13C/13D Group 5 HOD PEMAC/ SCI	Team Work	EASTER MONDAY	Staff briefing World Autism Awareness Day	Wellness Program Student Council meeting. Book Marking/Verification reports due to VP Lab Books due to P	DEIA Activity- RC/NN Professional Development	Workbooks due to P	FEMIS review by Admin International Day of Sport for Development & Peace – 6 th April
11 APRIL 08 - 12	9A/9B Group 1 HOD COMP / HECO	Being Helpful	Staff Briefing Lesson Observation of department teachers	SCHOOL ASSEMBLY DEIA Activity –RC/NN	Wellness Program	ACADEMIC COUNSELING	Lesson Observation Report due to VP by HODs	SOCIAL SCIENCE WEEK
12 APRIL 15 - 19	9C/9D Group 2 HOD MATHS / COMM	Compassion	Staff briefing Text Books inspection by HOD/Subject Teachers		RAM NAVAMI	HOD Meeting DEIA Activity-RC/NN	Textbook Inspection Report due to VP by HODs	FEMIS review by Admin
13 APRIL 22 - 26	9E/9F Group 3 HOD S/SC / AGRI	Responsibility	Staff briefing International Mother Earth Day	SCHOOL ASSEMBLY World Book & Copyright Day	Wellness program FEMIS Final Check on Subjects for all exam forms – LC's	DEIA Activity- RC/NN		TOPIC TEST 2
14 APR-MAY 29 – 03	10A/10B Group 4 HOD LANG /IA	Purposefulness	Staff briefing TERM 1 DEPARTMENT REPORTS due to Principal Maintenance requisites to AP (F/T) TOPIC TEST 2 Dept & Overall Analysis due to VP – HODs/LC's	COVERAGE REPORT due to VP – HoDs	Wellness program		Workbooks due to P DEPARTMENT REPORTS due to MOE. School closes for Term 1 holidays	COKE GAMES FEMIS review by Admin

- 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.
- Monthly Report due to MoE – 25th of each Month