

**TAVUA COLLEGE**  
**TERM 2 PLANNER 2024**

WEEK	YEAR/HOD ON DUTY	THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	REMARKS
1 20 <sup>TH</sup> – 24 <sup>TH</sup> MAY	10C/10D Group 5 HOD PEMAC/ SCI	Sincerity	20 <sup>TH</sup> STUDENT FREE DAY Staff/Dept. Meetings & Staff Professional Development [Monitoring Templates/ Revisit Assessment Preparation] Mentoring & Coaching Plan finalized for Term 2	21 <sup>ST</sup> Classes resume for Term 2  <i>World Day for Cultural Diversity for Dialogue and Development</i>	22 <sup>ND</sup> Wellness DEIA & HPS ACTIVITY  Student Council Meeting  <i>International Day for Biological Diversity</i>	23 <sup>RD</sup> OHS MEETING – CUK  Monitoring of Dept. Teachers by HODs using new monitoring template	24 <sup>TH</sup> IWP REVIEW  Monitoring of Dept. Teachers by HODs using new monitoring template	<i>Transport Assistance Issues/Concerns</i>
2 27 <sup>TH</sup> – 31 <sup>ST</sup> MAY	10E/10F Group 1 HOD COMP / HECO	Diligence	27 <sup>TH</sup> Mid-Year Examination papers/BP/MS due to HOD	28 <sup>TH</sup> SCHOOL ASSEMBLY  Canteen Committee Meeting Monitoring of Teachers work by Admin	29 <sup>TH</sup> Wellness  Monitoring of Teachers work by Admin  Department Planner & Department Assessment Plan due to VP	30 <sup>TH</sup> Mid-Year Examination papers/BP/MS due to VP  Monitoring of Teachers work by Admin Coverage Report due to VP HPS Monthly Report due – SSM Ratu Sukuna Day Celebration	31 <sup>ST</sup> RATU SUKUNA DAY [Public Holiday]  <i>World No-Tobacco Day</i>	FEMIS Roll Review/Roll Audit  School Website update
3 3 <sup>RD</sup> – 7 <sup>TH</sup> JUNE	11A/11B Group 2 HOD MATHS / COMM	Be Prepared	3 <sup>RD</sup> Staff Briefing  Book Marking & Verification by HODs	4 <sup>TH</sup> Emergency Evacuation Drill Monitoring of Teachers work by Admin	5 <sup>TH</sup> Monitoring of Teachers work by Admin Wellness DEIA & HPS ACTIVITY <i>World Environment Day</i>	6 <sup>TH</sup> Monitoring of Teachers work by Admin NEWSLETTER 3 to be issued	7 <sup>TH</sup> Monitoring of Teachers work by Admin Book Marking & Verification Report due to VP <i>World Food Safety Day</i>	<i>World Oceans Day – 8<sup>th</sup> June</i>
4 10 <sup>TH</sup> – 14 <sup>TH</sup> JUNE	11C/11D Group 3 HOD S/SC / AGRI	Commitment	10 <sup>TH</sup> Staff Briefing Lesson Observation by HODs Mid-Year Exam Timetable to be ready- LC's	11 <sup>TH</sup> SCHOOL ASSEMBLY HOD Meeting Specialist Room Visit by Admin Monitoring of Teachers work by Admin <i>Parliament Bus Programme</i>	12 <sup>TH</sup> Wellness Mid-Year Exam Timetable due to students Monitoring of Teachers work by Admin <i>World Day Against Child Labour</i>	13 <sup>TH</sup> Department Meeting ACADEMIC COUNSELLING Monitoring of Teachers work by Admin <i>International Albinism Awareness Day</i>	14 <sup>TH</sup> Lesson Observation Report due to VP WORKBOOK due to Principal Monitoring of Teachers work by Admin <i>World Blood Donor Day</i>	FEMIS Roll Review School Website update
5 17 <sup>TH</sup> – 21 <sup>ST</sup> JUNE	9A/9B Group 4 HOD LANG / IA	Team Work	17 <sup>TH</sup> Staff Briefing Textbook Inspection <i>World Day to Combat Desertification and Drought</i>	18 <sup>TH</sup> Monitoring of Teachers work by Admin	19 <sup>TH</sup> Wellness DEIA & HPS ACTIVITY Student Council Meeting Monitoring of Teachers work by Admin	20 <sup>TH</sup> STAFF PD  Monitoring of Teachers work by Admin	21 <sup>ST</sup> Mid-Year Exam Papers To Be Ready – LC'S Textbook Inspection Report due to VP Monitoring of Teachers work by Admin <i>International Day of Yoga</i>	
6 24 <sup>TH</sup> – 28 <sup>TH</sup> JUNE	9C/9D Group 5 HOD PEMAC/ SCI	Being Passionate	24 <sup>TH</sup> Staff Briefing	25 <sup>TH</sup>	26 <sup>TH</sup> Wellness	27 <sup>TH</sup>	28 <sup>TH</sup> Coverage Report due to VP HPS Monthly Report due – SSM INTERIM ASSESSMENT DUE <i>International Day against Drug Abuse and Illicit Trafficking</i>	FEMIS Roll Review School Website update
<b>MID – YEAR EXAMINATION</b>								

<b>7</b> 1 <sup>ST</sup> – 5 <sup>TH</sup> JULY	9E/9F Group 1 HOD COMP / HECO	<b>Compassion</b>	1 <sup>ST</sup> Staff Briefing Book Marking & Verification by HODs Mid-Year Exam marks due to Students	2 <sup>ND</sup> SCHOOL ASSEMBLY	3 <sup>RD</sup> DEIA & HPS ACTIVITY Wellness Mid-Year Exam marks due to Year Teachers	4 <sup>TH</sup> OHS MEETING - CUK	5 <sup>TH</sup> Book Marking & Verification Report due to VP Mid-Year Exam Mastersheets/Dept./Level Analysis due to P/VP	
			<b>IDADAIT WEEK</b>					
<b>8</b> 8 <sup>TH</sup> – 12 <sup>TH</sup> JULY	10A/10B Group 2 HOD MATHS / COMM	<b>Relationship</b>	8 <sup>TH</sup> Staff Briefing Lesson Observation by HODs	9 <sup>TH</sup> HOD Meeting  Emergency Evacuation Drill	10 <sup>TH</sup> Wellness  Mid-Year Exam Report Sheets to be ready	11 <sup>TH</sup> Department Meetings  <i>World Population Day</i>	12 <sup>TH</sup> CAPS MEETING/ PARENTS DAY [Y9-13]  Lesson Observation Report due to VP	FEMIS Roll Review School Website update
			<b>9</b> 15 <sup>TH</sup> – 19 <sup>TH</sup> JULY	10C/10D Group 3 HOD S/SC / AGRI	<b>Responsibility</b>	15 <sup>TH</sup> Staff Briefing	16 <sup>TH</sup> SCHOOL ASSEMBLY	
<b>10</b> 22 <sup>ND</sup> – 26 <sup>TH</sup> JULY	10E/10F Group 4 HOD LANG / IA	<b>Courage</b>				22 <sup>ND</sup> Mid-Year Marks Entry in FEMIS – LC Staff Briefing Textbook Inspection	23 <sup>RD</sup> ACADEMIC COUNSELLING	24 <sup>TH</sup> Wellness
			<b>11</b> 29 <sup>TH</sup> – 2 <sup>ND</sup> JULY- AUG	11A/11B Group 5 HOD PEMAC/ SCI	<b>Determination</b>	29 <sup>TH</sup> Staff Briefing Book Marking & Verification by HODs	30 <sup>TH</sup> SCHOOL ASSEMBLY  Y13 English Mock Exam  International Day of Friendship	31 <sup>ST</sup> Wellness Coverage Report due to VP HPS Monthly Report due - SSM  DEIA & HPS ACTIVITY  Y13 English & VVV Project Internal Moderation
<b>12</b> 5 <sup>TH</sup> – 9 <sup>TH</sup> AUG	11C/11D Group 1 HOD COMP / HECO	<b>Tolerance</b>				5 <sup>TH</sup> Staff Briefing Lesson Observation by HODs	6 <sup>TH</sup> HOD Meeting  Y12 English Mock Exam	7 <sup>TH</sup> Wellness
			<b>13</b> 12 <sup>TH</sup> – 16 <sup>TH</sup> AUG	9A/9B Group 2 HOD MATHS / COMM	<b>Positive Thinking</b>	12 <sup>TH</sup> Staff Briefing  International Youth Day	13 <sup>TH</sup> SCHOOL ASSEMBLY	14 <sup>TH</sup> Wellness DEIA & HPS ACTIVITY Student Council Meeting
<b>14</b> 19 <sup>TH</sup> – 23 <sup>RD</sup> AUG	9C/9D Group 3 HOD S/SC / AGRI	<b>Obedience</b>				19 <sup>TH</sup> Staff Briefing Term 2 Dept. Reports due to P – HODs <i>World Humanitarian Day</i>	20 <sup>TH</sup> <b>TOPIC TEST 3</b>	21 <sup>ST</sup> Wellness  <b>TOPIC TEST 3</b>

- Lesson Observation by Admin on going
- Performance conversation on going
- Projects Moderation – *dates to be finalized later.*

Countersigning of students note books on going  
MAR Reconciliation and Bank Reconciliation due by 5<sup>th</sup> of following month.

Academic Counselling by Admin on-going