

**TAVUA COLLEGE**  
**TERM 3 PLANNER – 2024**

| WEEK/<br>DATE   | DUTIES<br>Form/<br>HODs<br>on Duty           | THEME                | MONDAY   | TUESDAY   | WEDNESDAY  | THURSDAY  | FRIDAY  | Remarks  |
|---|--|----------------------|--|---|--|---|---|--|
| 1<br>SEPT.<br>09/09 – 13/09   | 9E/9F<br>Group 4<br>HOD<br>LANG / IA         | Purposefulness       | STUDENT FREE DAY<br>Staff/Dept. Meetings<br>Staff Professional<br>Development  | Classes resume for Term 3<br><b>Y12/13 Trial Exam papers due to HOD</b><br><b>English Project Moderation</b><br><i>International Suicide Prevention Day</i> | Wellness<br><b>English Project Moderation</b>  | Y12/13 Trial Examination<br>Timetable to be ready – LC's<br><br><b>OHS MEETING</b>  | Y12/13 Trial Exam papers due to VP<br><br><b>SARASWATI POOJA</b>  |  |
| <b>NATIONAL LIBRARY WEEK 9<sup>TH</sup> – 13<sup>TH</sup> SEPTEMBER</b> |  |                      |  |   |  |   |   |  |
| 2<br>SEPT.<br>16/09 – 20/09   | 10A/10B<br>Group 5<br>HOD<br>PEMAC/<br>SCI   | Forgiveness          | <b>Prophet Mohammed's Birthday</b><br>[Public Holiday]<br><i>International Day for Preservation of Ozone Layer</i>                   | School Assembly<br><br><b>VVV Project Moderation</b><br><br><b>Y12/13 Book Marking &amp; Verification by HODS</b>   | Wellness   | CAPS/Cluster Meeting  | TVET Subjects Moderation<br>Y13 Trial papers to be ready – LC<br><b>Y12/13 Book Marking &amp; Verification Reports due to VP</b>            |  |
| 3<br>SEPT.<br>23/09 – 27/09   | 10C/10D<br>Group 1<br>HOD<br>COMP /<br>HECO  | Self –<br>Discipline | Staff Briefing<br>Y13 Trial Exam begins<br>Lesson Observation by<br>HoDs   |   | <b>ROLL AUDIT</b><br><br>Wellness  | Y12 Trial papers to be ready – LC<br><b>Y12/13 Annual Exam papers due to HoD</b><br><b>TSLs School Visit</b><br><i>World Maritime Day</i> | USP OPEN DAY<br><i>Y12 Trial Exam begins</i><br>Y13 Trial Exam ends<br>Lesson Observation Report due  |  |
| <b>YEAR 13 TRIAL EXAMINATION</b>  |  |                      |  |   |  |   |   |  |
| 4<br>OCT.<br>30/09 - 04/10  | 10E/10F<br>Group 2<br>HOD<br>MATHS /<br>COMM | Honor                | <b>Y13 Trial Exam Marks due to Students</b><br><br><b>Y12/13 Annual Exam papers due to VP</b>  | Staff Briefing<br><br><b>Y13 Trial Exam Marks due to Year Teachers</b><br><br><i>International Day of Older Persons</i>                                     | Wellness<br><b>Y13 Trial Exam Master sheets/Level/Dept. Analysis due to P/VP</b><br><br><i>International Day of Non-Violence</i> | HOD Meeting<br><br>Y12/13 Annual Examination<br>Timetable to be ready – LC's  | FNU OPEN DAY<br><br><i>Y12 Trial Exam ends</i><br><br><b>WORKBOOK DUE TO PRINCIPAL</b>  | <i>Science Competitions CSSP Finals – USP</i><br><br><i>World Teachers Day – 5<sup>th</sup> Oct.</i> |
| <b>YEAR 12 TRIAL EXAMINATION</b>  |  |                      |  |   |  |   |   |  |
| 5<br>OCT.<br>07/10-11/10  | 11A/11B<br>Group 3<br>HOD S/SC<br>/ AGRI     | Resilience           | Staff Briefing<br><b>TOPIC TEST 3 – Y9/10/11 TEXTBOOK INSPECTION</b><br><b>Y12 Trial Exam Marks due to Students</b>                  | <b>TOPIC TEST 3 – Y9/10/11</b><br>School Assembly<br><br><b>Y12 Trial Exam Marks due to Year Teachers</b>   | Wellness<br><b>TOPIC TEST 3 – Y9/10/11</b><br><b>Y12 Trial Exam Master sheets/Level/Dept. Analysis due to P/VP</b>               | <b>FIJI DAY</b><br>[Public Holiday]<br><br><i>World Mental Health Day</i>   | TOPIC TEST 3 Marks due to students and Year Teachers<br><b>TEXTBOOK INSPECTION REPORT DUE</b><br><i>International Day of the Girl Child</i> | <b>YEAR 9 ENROLLMENT</b>   |
| 6<br>OCT.<br>14/10-18/10  | 11C/11D<br>Group 4<br>HOD<br>LANG / IA       | Perseverance         | Staff Briefing<br>Y13 Annual Exam begins<br><b>Y12/13 IA marks due</b><br><b>TOPIC TEST 3 Mastermarksheets/ Analysis due to P/VP</b> | <b>Y9/10/11 Annual Exam papers due to HoD</b><br><br><b>Y9/10/11 TVET Subjects CAT Internal Moderation</b>  | Wellness<br><br><i>World Food Day</i><br><i>World GIS Day</i>  | <b>PD by Admin</b><br><br><i>International Day for the Eradication of Poverty</i>   | Y13 Annual Exam ends<br><b>Y12 Annual Exam begins</b><br><br><b>Y9/10/11 Annual Exam papers due to VP</b>                                   |  |
| <b>YEAR 13 ANNUAL EXAMINATION</b>                                       |  |                      |  |   |  |   |   |  |

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|-------------------------------|---|----------------|---|--|---|---|---|-----------------------------------|
| 7<br>OCT.<br>21/10-25/10      | 9A/9B<br>Group 5<br>HOD<br>PEMAC/<br>SCI    | Patriotism     | 21 <sup>st</sup><br>Staff Briefing<br>Y13 Annual Exam Marks<br>due to Students<br>Y9/10/11 Book Marking &<br>Verification by HODS   | 22 <sup>nd</sup><br>Y13 Annual Exam Marks<br>due to Year Teachers<br>Lesson Observation by<br>HoDs   | 23 <sup>rd</sup><br>Wellness<br>Y13 Annual Exam Master<br>sheets/Level/Dept. Analysis<br>due to P/VP                  | 24 <sup>th</sup><br>HOD Meeting<br><br>Y9/10/11 Coverage to be<br>Completed                   | 25 <sup>th</sup><br>Y13 AWARDS/GRADUATION<br><br>Y12 Annual Exam ends<br>Y9/10/11 Book Marking &<br>Verification Reports due to VP<br>Lesson Observation Report due |                                   |
|                               |   |                | <b>YEAR 12 ANNUAL EXAMINATION</b>   |  |   |   |   |                                   |
| 8<br>OCT-NOV.<br>28/10-01/11  | 9C/9D<br>Group 1<br>HOD<br>COMP /<br>HECO   | Accountability | 28 <sup>th</sup><br>Staff Briefing<br><i>FY13CE Begins</i><br><br>Y12 Annual Exam Marks<br>due to Students  | 29 <sup>th</sup><br>Y12 Annual Exam Marks<br>due to Year Teachers<br><br>Y9/10/11 ANNUAL EXAM<br>TIMETABLE to be ready –<br>LC's   | 30 <sup>th</sup><br>Wellness<br><br>Y12 Annual Exam Master<br>sheets/Level/Dept. Analysis<br>due to P/VP              | 31 <sup>st</sup><br><br>Y12/13 Annual mark entry in<br>FEMIS due                              | 1 <sup>st</sup><br><b>DIWALI</b><br>[Public Holiday]  | YEAR 13<br>TEXTBOOK<br>RETURN     |
|                               |   |                | <b>FY13CE</b>   |  |   |   |   |                                   |
| 9<br>NOV.<br>04/11-08/11      | 9E/9F<br>Group 2<br>HOD<br>MATHS /<br>COMM  | Charity        | 4 <sup>th</sup><br>Staff Briefing   | 5 <sup>th</sup><br><i>World Tsunami Awareness<br/>Day</i>  | 6 <sup>th</sup><br>Wellness   | 7 <sup>th</sup><br><i>PD by Admin</i><br><br>OHS MEETING                                      | 8 <sup>th</sup><br><i>FY13CE ends</i><br><i>Y11 Annual Examination<br/>begins</i>   | Y9/10/11/13<br>TEXTBOOK<br>RETURN |
|                               |   |                | <b>FY13CE</b>   |  |   |   |   |                                   |
| 10<br>NOV.<br>11/11-15/11     | 10A/10B<br>Group 3<br>HOD S/SC<br>/ AGRI    | Prayerfulness  | 11 <sup>th</sup><br><i>Y9/10 Annual Exam<br/>Begins</i>   | 12 <sup>th</sup><br>Staff Briefing<br><i>FY12CE Begins</i>   | 13 <sup>th</sup><br>Wellness  | 14 <sup>th</sup><br>HOD Meeting<br><i>World Diabetes Day</i>                                  | 15 <sup>th</sup><br><i>Y9/10/11 Annual Exam Ends</i>  | Y9/10/11/12<br>TEXTBOOK<br>RETURN |
|                               |   |                | <b>Y9/10/11 ANNUAL EXAMINATION and FY12CE</b>   |  |   |   |   |                                   |
| 11<br>NOV.<br>18/11-22/11     | 10C/10D<br>Group 4<br>HOD<br>LANG / IA      | Team Work      | 18 <sup>th</sup><br>Staff Briefing<br>BOARD OF SURVEY<br>BEGINS<br>Y9/10/11 Annual Exam<br>Marks due to Students<br><i>World Day for the Prevention of<br/>and Healing from Child Sexual<br/>Exploitation, Abuse and<br/>Violence</i> | 19 <sup>th</sup><br><b>YEAR 10 CAREER<br/>COUNSELING</b><br><br><i>World Toilet Day</i>  | 20 <sup>th</sup><br>Wellness<br><br>Y9/Y10/11 Annual Marks<br>due to Year Teachers<br><br><i>World Children's Day</i> | 21 <sup>st</sup><br>Y9/10/11 Annual Exam<br>Master sheets/Level/Dept.<br>Analysis due to P/VP | 22 <sup>nd</sup><br><i>FY12CE Ends</i><br><br>Allocation of Forms to<br>Y10/11 for 2025   | Y12<br>TEXTBOOK<br>RETURN         |
|                               |   |                | <b>FY12CE</b>   |  |   |   |   |                                   |
| 12<br>NOV-DEC.<br>25/11-29/11 | 10E/10F<br>Group 5<br>HOD<br>PEMAC/<br>SCI  | Unity          | 25 <sup>th</sup><br>Staff Briefing<br>Y9/10/11 Annual marks<br>entry on FEMIS – LC's<br><i>International Day for the<br/>Elimination of Violence Against<br/>Women</i>  | 26 <sup>th</sup><br><i>Dept. Loading for 2025 due<br/>to VP by HODs</i>  | 27 <sup>th</sup><br>Wellness<br>Exam Register for all<br>levels to be updated –<br>LC's                               | 28 <sup>th</sup><br><br>BOARD OF SURVEY ENDS  | 29 <sup>th</sup><br><i>PERFORMANCE<br/>ASSESSMENT<br/>to be<br/>completed</i>   |                                   |
|                               |   |                | <b>FY12CE</b>   |  |   |   |   |                                   |
| 13<br>DEC.<br>02/12-06/12     | 11A/11B<br>Group 1<br>HOD<br>COMP /<br>HECO | Celebration    | 2 <sup>nd</sup><br>Staff Briefing<br><i>Term 3 Dept. Reports<br/>due to P/VP</i><br>BOARD OF SURVEY<br>REPORTS DUE TO<br>ADMIN  | 3 <sup>rd</sup><br>ANNUAL AWARDS/<br>GRADUATION<br>Y9/10/11 Annual mark<br>entry on FEMIS – closing<br>date<br><i>International Day of Persons<br/>with Disabilities</i> | 4 <sup>th</sup><br>Wellness   | 5 <sup>th</sup><br><i>World Soil Day</i>  | 6 <sup>th</sup><br><i>Handing Over – Staff<br/>Attendance Register due to<br/>AP</i><br><i>School closes for Term 3<br/>holidays</i>                                |                                   |
|                               |   |                | <b>FY12CE</b>   |  |   |   |   |                                   |

- Lesson Observation by Admin on going Academic Counseling by Admin on-going MAR and Bank Reconciliation due by 5<sup>th</sup> of following month
- Performance conversation on going