



# TAVUA COLLEGE

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PRINCIPAL: VIKASHNI SHARMA

MANAGER: MOTI CHAND

Ref: 05 / 2024

Dated: Thursday, 19<sup>th</sup> September, 2024

*"Behind Every Young Child Who Believes in Himself Is a Parent Who Believed First" M. Jacobson*

Dear Parents and Guardians of our Year 13 students,

Warm Greetings to You All!

Tavua College Administrators, Management and Staff wholeheartedly thank you all for bestowing your trust on us to deliver the very best education to your child. Please note that this is the most critical time of the academic year as we will prepare our students for FY13CE. With **one goal and one focus**, we are confident that students will be able to do much better in their academic pursuits this term. The final result will determine the student's progression to the tertiary education and securing Merit Based Scholarships/Study Loans/Entering Job Market.

**The next 6-7 weeks will determine the entire life of your child so we humbly seek your cooperation to assist the teachers by making sure that your child is in school every day.**

### Parent/Teacher Interview (PTI) Invitation

Please kindly note that there will be a Parent/Teacher Interview Session on Tuesday 8<sup>th</sup> October from 7.30am to 4.00pm. This session will be only for students who are not performing up to expectation. We therefore, encourage your shared commitment towards your child's education thus, attendance is mandatory.

### Other Specific Details to Note:

- 1.0 **Term 3 School Date:** 10<sup>th</sup> September to 6<sup>th</sup> December.
- 2.0 **Internal/External Examination Dates**
  - Trial Examination - 23<sup>rd</sup> September to 27<sup>th</sup> September. (Home Study is totally discouraged/All School Rules apply with strict adherence to the Examination Policy).
  - Annual Examination - 14<sup>th</sup> October to 18<sup>th</sup> October.
  - FY13CE - 28<sup>th</sup> October to 8<sup>th</sup> November.
- 3.0 **Extra classes**
  - Afternoon classes daily from 3.15 pm to 4.15 pm.
  - Saturday Classes.
  - Evening Classes (Special Consent will be provided and priority based).
- 4.0 **Parental Roles During this Crucial Term**
  - Provide the student with necessary stationeries (calculators, drawing equipment for technical subjects);
  - Ensure the child reaches school before 8.00am and reaches home safely (if late, please do not ignore but verify the reason for being late, for clarity can call school office as well);
  - Ensure the child is in school every day. Prioritize studies over the family functions which can be deferred to later dates;
  - **Ensure to accompany the student and meet the Principal the very next working day if the child is absent (unless a sick note is provided by the doctor). Kindly note that this is a mandatory exercise;**
  - Talk to your child for at least half an hour every day out of your busy work schedule;
  - Be around when your child is doing his/her home-work or revision (**minimum until 11.30 pm**); (There is a Structured Home Study Plan issued by the School for your Child to adhere to).
  - Be there for the child when he/she is in need;
  - Discourage family gatherings/functions that may affect the child's revision work at home;

- Monitor the child's access to social media/mobile phones;
- Top –up the unsubsidized e-ticketing cards and redeem the blue cards on time to avoid absenteeism.
- **If there is any issue relating to transport assistance; please immediately see the School Principal;**
- Provide lunch and ensure the child does not eat junk foods to avoid getting sick, which will ultimately affect the studies;
- **Please do receive calls from school and provide contacts which are reachable when we need you the most.**

#### 5.0 Morning Study

- Please note that most of our students are in school by 7.40 am. Thus, there will be 20 minutes revision work set aside for the children to complete every morning followed by explanations by the teachers;
- Those students whose bus leaves late in the afternoon will be given space in school to study till 4.30 pm. This will avoid their unnecessary movement in town and the time could be used productively to revise or complete Home Work.

#### 6.0 Mental Health and Emotional Wellbeing of the Students

**As part of the Health Promoting School initiative, Parents/Guardians are also encouraged to ensure that a safe and happy environment is promoted at homes. This will help improve the mental health and emotional wellbeing of students thus, allowing them to perform better at school.**

#### 7.0 Textbooks

As parents, you are kindly requested to monitor that your child / ward has all his / her Textbooks available. In case the textbooks are lost or damaged, the student is to inform his / her Year Teachers so that appropriate actions could be taken.

#### 8.0 Enhancement of E-Learning at School and MOE Learning Hub

**The students have been provided with adequate revision materials. However, they are strongly advised to visit Ministry of Education's Learning Hub and School Moodle to access other resources to support them in their revision work.**

#### 9.0 Preparation for Cyclone Season

**As stated earlier, we need to be proactive and start preparing for the cyclone season as the negative effects of disasters are mostly on students' education. Start making arrangement for the child/ward to be stationed at a relative's place near to school if there is high chance of flooding in your area as we will be approaching cyclone season soon.**

#### 10.0 3R (Reduce, Reuse and Recycle Initiatives)

Kindly note that the students must display responsible behavior towards the environment. The 3R activities are very much encouraged in school and we anticipate that at home the students also engage with the family members and practice the correct method of composting in particular.

#### 11.0 Graduation and Awards Day- is planned for Friday 15<sup>th</sup> November. Details will be communicated later.

#### 12.0 Words of Condolences

We are expressing our sincere condolences to anyone who is associated with Tavua College and have lost their dear ones recently.

Finally, let's all work in partnership and make our children victorious and realize their dreams.

#### Stay Safe and Blessed

Thanking you



.....  
Mrs. Vikashni Sharma  
Principal

.....  
Mr. Anilesh Narayan  
Vice Principal

.....  
Mr. Ravin Lal  
Assistant Principal

**Let us all make our students' learning an enriching and happy experience in the phase of examinations**