

TAVUA COLLEGE
TERM 1 PLANNER 2025 (Revised)

WEEK	YEAR/HOD ON DUTY	THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	REMARKS
1 JANUARY 27 – 31	10A/10B Group 1 HOD LANG/ COMP	Positive Thinking	27 th PREP Induction of New Teachers Staff Meeting Professional Development (SP/COP/Curriculum Reforms/Alignment of Teaching Deliverables) HoD Meeting Department Meetings	28 th Y9 Orientation TEXTBOOK Distribution Transport Assistance forms due to Office LTP to be ready	29 th Y10 Orientation Wellness Program Transport Assistance forms due to Office TEXTBOOK Distribution Compound Area/House Division. (HOD Agri/PEMAC). Y9 HOUSE DISTRIBUTION	30 th Y11 Orientation New Transport Assistance forms to be entered in FEMIS TEXTBOOK Distribution Code of Conduct/Declaration to be signed, returned, filed & submitted to Admin LTP to be completed	31 st Y12 Orientation 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 HOUSE MEETING	Issue of Registers/ Stationery. IWP Budget and program for Prefect's Investiture due to P Budget for Saraswati Pooja due to P
2 FEBRUARY 03 - 07	10C/10D Group 2 HOD AGRI/SCI	Obedience	3 rd Staff briefing Y13 Orientation Year List Finalized Staff reviews of External Exam results/Strategies for improvement/Targets for 2025 to be submitted by HODs to P Class/Lesson Observations begin ATHLETICS TRAINING BEGINS	4 th SCHOOL ASSEMBLY Students' Bio-Data updated – YT's – AP OHS meeting <i>World Cancer Day – 4th Feb</i>	5 th Discipline Committee Meeting. Wellness Program Nomination of Student Council Textbook Issue A3 Summary Sheet to be ready on e-learning (Y/T's)	6 th Dept. calendar due to VP NON-READERS – program by HODs DEIA Entry Due to Coordinator – RC/NN Text book acquisition review meeting/ level coordinator submit report to P.	7 th SARASWATI POOJA Sports Budget due to P. (HOD PEMAC) COP 2025 finalised DMP submitted to MoE FEMIS update to be completed – Y/Ts/LCs Newsletter 1 to be issued	FEMIS review by Admin Athletics Training begins SCHOOL BUDGET FINALISED WEEKLY DISCUSSIONS WITH HOD/PRIORITY TEACHERS on SUBJECT INTERVENTION PLANS
3 FEBRUARY 10 - 14	10E/10F Group 3 HOD COMM / IA	Faith, Reverence	10 th Staff briefing HPS Awareness on Diet/Physical Activity- SSM Update Year Lists - Y/T & Office.	11 th All Sub- committee meetings (Inclusive of canteen Committee) PD - SOP Exams <i>International Day of Women & Girls in Science – 11th Feb</i>	12 th Gender/Discipline Meeting. (AP/Child Protection Officer/YT's/LC) Wellness program	13 th DEIA Activity Starts - RC/NN HODs' Meeting with Principal <i>World Radio Day</i>	14 th Emergency Evacuation Procedure (EEP) drill	ROLL AUDIT in FEMIS
4 FEBRUARY 17 - 21	11A/11B Group 4 HOD MATHS / HECO	Cleanliness, Anti-pollution	17 th Staff briefing Mental Health & Wellbeing Week – SSM Marking of students' note Books by subject teachers	18 th SCHOOL ASSEMBLY FEMIS Entry Review – Vinilta PEMAC department meeting with Principal Y9/10 HPS Activity – SSM	19 th Compound Area inspection (AP/HOD on duty). Wellness program Y11 HPS Activity – MSB/SSM	20 th All FEMIS data for student's subjects including home life to be reviewed to accommodate changes DEIA Activity - RC/NN Y12 HPS Activity – SSM	21 st PREFECTS INVESTITURE CEREMONY Workbooks due to P Y13 HPS Activity – SSM <i>International Mother Language Day</i>	FEMIS review by Admin OHS REGISTRATION to be done with MoL
5 FEBRUARY 24 - 28	11C/11D Group 5 HOD PEMAC/ S/SC	We Are All One	24 th Staff briefing Book Marking/Verification by HODs	25 th PD on Assessments/Blueprint preparation	26 th Wellness program	27 th DEIA Activity - RC/NN Y/T's meeting with P. Mental Health & Well Being (SSM) – Staff PD COVERAGE REPORT due to VP – HoDs	28 th INTERHOUSE ATHLETICS Book Marking/Verification reports due to VP	LANGUAGE WEEK COMMUNITY OUTREACH (LVM) <i>Zero Discrimination Day-1st March</i>

6 MARCH 03 - 07	11E/11F Group 1 HOD LANG/ COMP	Using Time Wisely	3 rd Staff briefing Lesson observation of department teachers. <i>World Wildlife Day</i>	4 th SCHOOL ASSEMBLY OHS meeting	5 th Wellness program ACADEMIC COUNSELING	6 th HOD Meeting DEIA Activity- RC/NN <i>HPS – WASH ACTIVITY (SSM)</i>	7 th Lesson Observation reports due to VP Budget for Holi Celebration due to Principal	FEMIS review by Admin <i>INTERNATIONAL WOMEN'S DAY – 8th March</i>
7 MARCH 10 - 14	12A/12B Group 2 HOD AGRI/SCI	Being Resourceful	10 th Staff briefing Text Books inspection by HOD/Subject Teachers	11 th Canteen Comm. Meeting Professional Development	12 th Wellness program Newsletter 2 to be issued	13 th DEIA Activity- RC/NN	14 th Textbook Inspection Report due to VP by HODs FEMIS Entry Review HOLI CELEBRATION	TOPIC TEST 1 MATHS/PHYSICS WEEK HOLI FESTIVAL (15 TH)
8 MARCH 17 - 21	12C/12D Group 3 HOD COMM / IA	Self-Reliance/ Self Esteem	17 th Staff briefing Marking of students' note/exercise books – Subject teachers TOPIC TEST 1 Master Marksheets/Dept & Overall Analysis due to VP – HODs/LC's/YT's	18 th SCHOOL ASSEMBLY Water Sanitation & Hygiene (SSM) HODs to check Dept. teacher's files. Department Meeting	19 th Wellness Program DEIA Activity- RC/NN	20 th HPS Gardening Activity- SSM	21 st <i>PARENT INFORMATION SESSION (CPO)</i> <i>World Poetry Day/World Downs Syndrome Day/International Day of Forests</i>	FEMIS review by Admin <i>World Water Day-22nd March World Meteorological Day – 23rd March</i>
9 MARCH 24 - 28	13A/13B Group 4 MATHS / HECO	Patience	24 th Staff briefing Book Marking/Verification by HODs	25 th HOD Meeting	26 th Wellness Program English Projects Progress Report due to P	27 th Emergency Evacuation Procedure (EEP) drill Student Council meeting.	28 th Workbooks due to P Budget for Ram Navami due to Principal Book Marking/Verification reports due to VP	COMMUNITY OUTREACH (LVM) COMMERCE WEEK
10 MAR - APR 31 - 04	13C/13D Group 5 HOD PEMAC/ S/SC	Team Work	31 st Staff briefing COVERAGE REPORT due to VP – HoDs	1 st SCHOOL ASSEMBLY Lab Books due to P	2 nd RAM NAVAMI CELEBRATION Wellness Program DEIA Activity- RC/NN <i>World Autism Awareness Day</i>	3 rd ZONE ATHLETICS	4 th ZONE ATHLETICS	FEMIS review by Admin RAM NAVAMI (6 th) <i>International Day of Sport for Development & Peace – 6th April</i>
11 APRIL 07 - 11	9A/9B Group 1 HOD LANG/ COMP	Being Helpful	7 th Staff Briefing Lesson Observation of department teachers <i>World Health Day</i>	8 th DEIA Activity –RC/NN Professional Development	9 th Wellness Program	10 th Discipline Committee Meeting	11 th STAFF AWARDS Lesson Observation Report due to VP by HODs	SOCIAL SCIENCE WEEK
12 APRIL 14 - 18	9C/9D Group 2 HOD AGRI/SCI	Compassion	14 th Staff briefing Text Books inspection by HOD/Subject Teachers	15 th SCHOOL ASSEMBLY OHS meeting	16 th ACADEMIC COUNSELING DEIA Activity-RC/NN	17 th HOD Meeting Textbook Inspection Report due to VP by HODs	18 th GOOD FRIDAY	FEMIS review by Admin
13 APRIL 21 - 25	9E/9F Group 3 HOD COMM / IA	Responsibility	21 st EASTER MONDAY	22 nd <i>International Mother Earth Day</i>	23 rd Wellness program FEMIS Final Check on Subjects for all exam forms – LC's <i>World Book & Copyright Day English Language Day</i>	24 th DEIA Activity- RC/NN Gender/Discipline Meeting. (AP/Child Protection Officer/YT's/LC)	25 th Workbooks due to P	
14 APR-MAY 28 – 02	10A/10B Group 4 MATHS / HECO	Purposefulness	28 th Staff briefing TERM 1 DEPARTMENT REPORTS due to Principal	29 th Maintenance requisites due to Admin (F/T)	30 th Wellness program COVERAGE REPORT due to VP – HoDs	1 st	2 nd DEPARTMENT REPORTS due to MOE. <i>School closes for Term 1 holidays</i>	COKE GAMES FEMIS review by Admin
TERM 1 ASSESSMENT								

- 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.