TAVUA COLLEGE TERM 2 PLANNER 2025

WEEK	YEAR/HOD ON DUTY	THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	REMARKS			
1 19 ^{тн} – 23 ^{тн} МАҮ	10C/10D Group 5 HOD PEMAC/ S/SC	Sincerity	19 TH PREP Induction of New Teachers Staff/HOD/Dept. Meetings Staff Professional Development [Probe/Item Analysis, Reflection on Future Leaders Workshop)	20 TH Classes resume for Term 2 Term 1 Assessment Marks due to students	21 ST Wellness DEIA & HPS ACTIVITY Student Council Meeting	22 ND OHS MEETING – CUK Term 1 Assessment Marks due to Year Teachers Monitoring of Dept. Teachers by HODs using monitoring template Y11 Economics Workshop Citizenship Workshop International Day for Biological Diversity	23 RD IWP REVIEW FEMIS Training Monitoring of Dept. Teachers by HODs using new monitoring template Term 1 Assessment Mastermarksheets/Level & Dept Analysis due to P/VP <i>Commonwealth Essay due</i>	Transport Assistance Issues/Concerns			
2 26 ^{тн} – 30 ^{тн} МАҮ	10E/10F Group 1 HOD LANG/ COMP	Diligence	26 TH Staff Briefing	27 TH SCHOOL ASSEMBLY Drug Training of Trainers Workshop (AP) Young Leaders Seminar Canteen Committee Meeting Monitoring of Teachers work by Admin	28 TH Wellness Parent-Teacher Interview Drug Training of Trainers Workshop (AP) Young Leaders Seminar Monitoring of Teachers work by Admin Department Planner & Department Assessment Plan due to VP	29 TH Y9-11 Mid-Year Examination papers/BP/Probe Analysis /MS due to HOD <i>TERM 1 ASSESSMENT MARK</i> <i>ENTRY IN FEMIS TO BE</i> <i>COMPLETED.</i> Monitoring of Teachers work by Admin Coverage Report due to VP TVET Monthly Report due RATU SUKUNA DAY CELEBRATION	30 TH RATU SUKUNA DAY [Public Holiday]	FEMIS Roll Review/Roll Audit School Website update			
3 2 ND — 6 TH JUNE	11A/11B Group 2 HOD AGRI/SCI	Be Prepared	2 ND Staff Meeting Y9-11 Mid-Year Examination papers/BP/Probe Analysis /MS due to VP Lesson Observation by HODs	3 RD Emergency Evacuation Drill Monitoring of Teachers work by Admin	4 TH Monitoring of Teachers work by Admin Wellness DEIA & HPS ACTIVITY	5 TH Monitoring of Teachers work by Admin NEWSLETTER 3 to be issued CAREERS EXPO/workshop World Environment Day	6 TH Monitoring of Teachers work by Admin Lesson Observation Report due to VP CAREERS EXPO/workshop	FEMIS Roll Review/Roll Audit World Food Safety Day-7 th June World Oceans Day – 8 th June			
4 9 ^{тн} – 13 ^{тн} JUNE	11C/11D Group 3 HOD COMM / IA	Commitment	9 TH Staff Meeting Book Marking & Verification by HODs Mid-Year Exam Timetable to be ready- LC's	10 TH SCHOOL ASSEMBLY HOD Meeting Specialist Room Visit by Admin Monitoring of Teachers work by Admin	11 TH Wellness Mid-Year Exam Timetable due to students Monitoring of Teachers work by Admin	12 TH Department Meeting ACADEMIC COUNSELLING Monitoring of Teachers work by Admin World Day Against Child Labour	13 TH Book Marking & Verification Report due to VP WORKBOOK due to Principal Monitoring of Teachers work by Admin.	FEMIS Roll Audit School Website update World Blood Donor Day – 14 TH June			
5 16 ^{τΗ} – 20 ^{τΗ} JUNE	11E/11F Group 4 MATHS / HECO	Team Work	16 TH Staff Meeting Textbook Inspection	17 TH Monitoring of Teachers work by Admin	18 TH Wellness DEIA & HPS ACTIVITY Student Council Meeting Monitoring of Teachers work by Admin	19 TH STAFF PD Monitoring of Teachers work by Admin NZ High Commission Essay due	20 TH Mid-Year Exam Papers to be ready – LC'S Textbook Inspection Report due to VP Monitoring of Teachers work by Admin	International Day of Yoga/ World Music Day – 21 st June			
6 23 RD – 27 TH JUNE	9A/9B Group 5 HOD PEMAC/ S/SC	Being Passionate	23 RD Staff Meeting	24 TH MI	25 TH Wellness D – YEAR EXAMINA	26 TH International Day against Drug Abuse and Illicit Trafficking TION	27 TH INTERIM ASSESSMENT DUE	FEMIS Roll Review School Website update			

7 30 TH – 4 TH JUNE/JULY	9C/9D Group 1 HOD LANG/ COMP	Compassion	30 TH Staff Meeting Mid-Year Exam marks due to Students Lesson Observation by HODs Coverage Report due to VP TVET Monthly Report due	1 ST SCHOOL ASSEMBLY	2 ND DEIA & HPS ACTIVITY Wellness Mid-Year Exam marks due to Year Teachers IDADAIT WEEK	3 RD OHS MEETING - CUK	4 TH Mid-Year Exam Mastersheets/Dept./Level Analysis due to P/VP Lesson Observation Report due to VP	
8 7 TH – 11 TH JULY	9E/9F Group 2 HOD AGRI/SCI	Relationship	7 TH Staff Meeting Book Marking & Verification by HODs	8 TH HOD Meeting Emergency Evacuation Drill	9 TH Wellness Mid-Year Exam Report Sheets to be ready Mid-Year Analysis due to DEO	10 TH Department Meetings	11 TH CAPS MEETING/ PARENTS DAY [Y9-13] Book Marking & Verification Report due to VP World Population Day	FEMIS Roll Review School Website update
9 14 ^{тн} – 18 ^{тн} JULY	10A/10B Group 3 HOD COMM / IA	Responsibility	14 TH Staff Meeting	15 TH SCHOOL ASSEMBLY World Youth Skills Day	16 TH Wellness DEIA & HPS ACTIVITY Student Council Meeting	17 TH NEWSLETTER 4 to be issued	18 TH WORKBOOK due to Principal	TVET & ENTERPRISING WEEK (dates to be confirmed)
10 21 st – 25 th JULY	10C/10D Group 4 MATHS / HECO	Courage	21 ST Staff Meeting Mid-Year Marks Entry in FEMIS – LC Textbook Inspection	22 ND ACADEMIC COUNSELLING	23 RD Wellness Y13 IA Internal Moderation – Science ^{**}	24 TH STAFF PD MID-YEAR AWARDS	25 TH Mid-Year Marks Entry in FEMIS due date Textbook Inspection Report due to VP	FEMIS Roll Review School Website update SCIENCE WEEK
11 28 TH – 1 ST JULY- AUG	10E/10F Group 5 HOD PEMAC/ S/SC	Determination	28 TH Staff Meeting Lesson Observation by HODs World Nature Conservation Day	29 TH SCHOOL ASSEMBLY Y13 English Mock Exam	30 TH Wellness DEIA & HPS ACTIVITY Y13 English & VVV Project Internal Moderation International Day of Friendship	31 ST Y12 English & VVV Project Internal Moderation Coverage Report due to VP TVET Monthly Report due	1 ST Lesson Observation Report due to VP Y13 English Mock Exam marks due to Admin	
12 4 TH – 8 TH AUG	11A/11B Group 1 HOD LANG/ COMP	Tolerance	4 TH Staff Meeting Book Marking & Verification by HODs	5 TH HOD Meeting Y12 English Mock Exam	6 TH Wellness	7 TH Department Meetings TVET Projects Internal Moderation	VARIETY SHOW 8 TH Book Marking & Verification Report due to VP Y12 English Mock Exam due to Admin TVET Projects Internal Moderation	FEMIS Roll Review School Website update
13 11 TH – 15 TH AUG	11C/11D Group 2 HOD AGRI/SCI	Positive Thinking	11 TH Staff Meeting Y12/13 Standard Trial Exam Papers, BP, MS, Probe due to HOD	12 TH SCHOOL ASSEMBLY International Youth Day	13 TH Wellness DEIA & HPS ACTIVITY Student Council Meeting TERM TWO ASSESSMENT	14 TH OHS MEETING – CUK Y12/13 Standard Trial Exam Papers, BP, MS, Probe due to VP	15 TH WORKBOOK due to Principal	
14 18 TH – 22 ND AUG	11E/11F Group 3 HOD COMM / IA	Obedience	18 TH Staff Meeting Term 2 Dept. Reports due to P – HODs v Admin on going	19 TH	Wellness	21 ST Coverage Report due to VP TVET Monthly Report due	22 ND School closes for Term 2 holidays	FEMIS Roll Review School Website update

Lesson Observation by Admin on going

• Performance conversation on going

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Countersigning of students note books on going

Academic Counselling by Admin on-going

on going MAR Reconciliation and Bank Reconciliation due by 5th of following month.

Projects Moderation - dates to be finalized later. Standard Trial Exam Paper Preparation dates to be set by DEO