

**NADI MUSLIM COLLEGE
TERM ONE CALENDAR 2024**

Week/Theme	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOD	REMARKS
1 Gratitude	29 January	30 January	31 January	1 February	2 February		
	SFD	Yr. 10, 12 classes begins Yr. 9 orientation Yr.11- settling with new subject choices. Yr. 13 – settling in -F/T- Periods 1/2/3	SCHOOL ASSEMBLY -Lessons resume for all levels -Term calendar finalized & distributed.	-Year 9 Forms finalized -Year 11 Forms finalized -Subject timetable-trial version- in use -F/T's & Level Deans finalized	- Dept. meeting minutes due to VP -Form viber group formed (must have all students in the group)	MMS,HA,RK,SC,ME,ES,NK,DKH,RM,SKM,MJ	
2 Courage	5 February	6 February	7 February	8 February	9 February		
	-staff briefing Dept. LTP and prescription given to VP to check and endorse, ready to use by teachers.		-Committee list finalized -Dept. calendar due to VP	-needy student's names due to office YEAR 13s start schooling -term planner distributed to staff and students	- Form List due - Student Bio-data (soft copy due to office. Chinese New Year-10/02	RJ,MAH,SM,CS,AD,WK,SSR,SSP,RD,SS,AS	
3 Integrity	12 February	13 February	14 February	15 February	16 February		
	-staff briefing - Athletics Meeting	-SCHOOL ASSEMBLY -athletics training begins		Newsletter 1 to parents	-student council meeting 1	PS,JK,EWC,PM,AK,ML,JC,LD,SDN,SDS,MBK,LN	
4 Family	19 February	20 February	21 February	22 February	23 February		
	-HOD Meeting	-Dept. meetings	-SCHOOL ASSEMBLY INTERNATIONAL MOTHER LANGUAGE DAY	2 st student council meeting	Gender counseling 1	MAS,MN,DD,MR,SK,ND,GM,ER,VK,NM,ID,MS	
SHORT TEST WEEK FOR ALL LEVELS- 30 MARKS							
5 Responsibility	26 February	27 February	28 February	29 February	1 March		
	Staff briefing	-SCHOOL ASSEMBLY	academic counseling 1-all levels	student council meeting 3	PREFECTS INVESTITURE CEREMONY	ME,MJ,HA,MMS,ES,SC,DKH,,RM,SKM,NK,RK,FA	
STUDENTS NOTE BOOK CHECK WEEK BY HOD'S/ VP							
EMERGENCY DRILL/ TRAINING FOR NEW ENGLISH CURRICULUM YEAR 9							
6 Equality	4 March	5 March	6 March	7 March	8 March		
	-staff briefing			INTERHOUSE ATHLETICS	INTERNATIONAL WOMEN'S DAY	SM,MAH,WK,AD,C S,RJ,SS,SSR,SSP,RD,AS	
7 Honesty	11 March	12 March	13 March	14 March	15 March		
	-staff briefing RAMADAN BEGINS	-SCHOOL ASSEMBLY				LD,SDS,JK,MBK,EWC,AK,PM,RK,SDN,LN	
LTP, LESSON NOTES AND STUDENTS NOTE BOOK CHECK BY HODS, AP AND VP							
8 Being Respectful	18 March	19 March	20 March	21 March	22 March		
	HOD MEETING	-Dept. meetings		International Day for Elimination of Racial Discrimination	WORLD WATER DAY Palm Sunday- 24/03	ND, MN,MAS,ER,GM,NM,SK,DD,MR,VK,ID	
SHORT TEST WEEK FOR ALL LEVELS- 30 MARKS / TRAINING FOR NEW ENGLISH CURRICULUM YEAR 9							
9 Acceptance	25 March	26 March	27 March	28 March	29 March		
	-staff briefing Holi Festival- Significance speech on the intercom	-SCHOOL ASSEMBLY	Y9,Y10,Y11, Y12 and Y13 discipline counselling of I-taukei boy's/girl's , Indian boy's and muslim girl's	-Significance speech on Easter over the intercom -Y9 Muslim girl's counselling	GOOD FRIDAY PUBLIC HOLIDAY	HA,RK,MMS,ES,NK ,RM,SKM,PV,MJ,SC,ME,	
10 Generosity	1 April	2 April (Day 5)	3 April (Day 1)	4 April (Day 2)	5 April (Day 3)		
	EASTER MONDAY PUBLIC HOLIDAY			Academic meeting 2- all levels		AD,MAH,RJ,SM,SSR,CS,SSP,RD,SS,WK,AS	
EMERGENCY DRILL							
11 Self-Discipline	8 April (Day 4)	9 April (Day 5)	10 April (Day 1)	11 April (Day 2)	12 April (Day 3)		
	-staff briefing	-SCHOOL ASSEMBLY	Eid-ul -Fitr	Newsletter 2 to parents Significance speech on Eid al fitr over the intercom	-Gender counseling-2	JC,PS,LN,SDS,PM,SDN,AK,MBK,JK,LD ,EWC,ML	
NADI ATHLETICS ZONE MEET							
12 Politeness	15 April (Day 4)	16 April (Day 5)	17 April (Day 1)	18 April (Day 2)	19 April (Day 3)		
	YEAR 9 PARENTS CAPS MEETING WITH THE ADMIN TEAM	-staff meeting - YEAR 10 PARENTS CAPS MEETING WITH THE ADMIN TEAM	YEAR 11 PARENTS CAPS MEETING WITH THE ADMIN TEAM	YEAR 12 PARENTS CAPS MEETING WITH THE ADMIN TEAM	YEAR 13 PARENTS CAPS MEETING WITH THE ADMIN TEAM	DD,ID,NM,MS,MR,ND,SK,ER,GM,VK,MS,MAS	
PRESCRIPTION,LTP, LESSON NOTES AND STUDENTS NOTE BOOK INSPECTION BY AP, VP AND PRINCIPAL							
13 Perseverance	22 April (Day 4)	23 April (Day 5)	24 April (Day 1)	25 April (Day 2)	26 April (Day 3)		
	-HOD MEETING EARTH DAY	-SCHOOL ASSEMBLY -DEPT. MEETING				RK,MJ,HA,SC,NK,MS,SKM,FA,ES,RM ,DKH,ME	
SHORT TEST WEEK FOR ALL LEVELS-40 MARKS							
14 Be on Time	29 April (Day 4)	30 April (Day 5)	1 May (Day 1)	2 May (Day 2)	3 May (Day 3)		
	-staff briefing	ALL TOPIC TEST RECORDS DUE TO VP	Mid-Year papers plus Blue Print &Marking scheme due to VP for printing	Term 1 dept. reports due	School closes for Term 1 break PARENT / TEACHER INTERVIEW	WK,MAH,AS,SSR,SSP,SS,CS,SM,AD,RJ,RD	

- **Workbooks:** ATs to HODs and HODs to VP every last day of week / Principal every month end.
- **Attendance Register:** F/Ts to FEMIS Officer every Fridays by recess.
- **Staff Briefings / PD Sessions every Monday afternoon.**
- **Departmental Meetings at least once every month** - forward minute book to VP after each meeting.
- **Lesson Observation by VP-** any time during the term or as need arises.

