

NADI MUSLIM COLLEGE – 9329

TERM 2 PLANNER – 2024

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Day TODS	THEME
1	20/5 Term 1 Begins Admin/HOD/Staff meeting, Dept meeting /Requisition	21/5 D1 School resumes. Form list contacts update.	22/5 D2 Rugby, Netball Soccer training Starts.	23/5 D3 Committee meeting	24/5 D4 Work Book due to Principal	MS,ND,MAS,ER,GM,NM,SK, DD,ME,JK,AM	HYGIENE AND CLEANLINESS
2	27/5 D5	28/5 D1 Assembly	29/5 D2	30/6 D3 Work Book due Ratu Sukuna Day Celebration Evacuation Drill (Fire)	31/6 Ratu Sukuna Day	ES,AM,VK,MBK,SDS,PM,ID,A D,LD,WK,AK	OBJECTIVES AND THOUGHTS
3	3/6 D4 Book Marking week	4/6 D5 Internal ESRI Mock exercise	5/6 D1	6/6 D2	7/6 D3 Work book due to VP/HOD Gender/Level Meeting	SC,AM,SKM,SDN,ML,MJ,NK, MS,PS,FA,LN	ROLES AND OBLIGATIONS
4	10/6 D4 Assembly Book Verification Week	11/6 D5 Dept meeting	12/6 D1	13/6 D2	14/6 D3 English Projects draft due Y12,13	SSR,AM,SSP,HA,RJ,PV,AS,RD, MM,SS,SG	DETERMINATION
5	17/6 D4 HOD meeting/coverage report due	18/6 D5 All Mid Year papers bundled and stored Staff meeting	19/6 D1 Eid ul Ada	20/6 D2	21/6 D3 Work book Due to VP/HOD Assembly	CS,AM,EWC,RK,SM,MR,MAH ,MMS,MN, JC,RM	PROPHECY AND TASK
6	24/6 D4 Mid-Year Exams starts	25/6 D5	26/6 D1	27/6 D2	28/6 D3 Mid-Year Exams Ends Work book due to HOS	MS,ND,MAS,ER,GM,NM,SK, DD,ME,JK,AM	MORALITY
7	1/7 D4 Remedial Work starts Assembly IDADAIT week	2/7 D5 FNU Visit – 9am – 11am Y12 and Y13 students	3/7 D1	4/7 D2	5/7 D3 Work Book due to VP/HOD Gender/level Meeting	ES,AM,VK,MBK,SDS,PM,ID,A D,LD,WK,AK	PLEDGE
8	8/7 D4 All marks due to subject Teachers	9/7 D5	10/7 D1 Master sheet Due to VP	11/7 D2 Dept coverage reports due to VP /Committee meeting	12/7 D3 PTI All levels Work book due to VP/HOD	SC,AM,SKM,SDN,ML,MJ,NK, MS,PS,FA,LN	PERSISTENCE
9	15/7 D4 Lesson observation week Assembly Test week	16/7 D5	17/7 D1	18/7 D2	19/7 D3 Work book due to VP/HOD Evacuation Drill(earthquake) English project final due y12,13	SSR,AM,SSP,HA,RJ,PV,AS,RD, MM,SS,SG	STEWARDSHIP
10	22/7 D4 Book marking week	23/7 D5	24/7 D1 Internal Moderation Magazine photo session	25/7 D2 Magazine photo session	26/7 D3 Work book due to HOD	CS,AM,EWC,RK,SM,MR,MAH ,MMS,MN, JC,RM	SINCERITY
11	29/7 D4 Book verification week Assembly	30/7 D5	31/7 D1	1/8 D2	2/8 D3 Workbook due to VP/HOD Gender/level meeting Fundraising	MS,ND,MAS,ER,GM,NM,SK, DD,ME,JK,AM	SELF-EFFACEMENT
12	5/8 D4	6/8 D5	7/8 D1	8/8 D2	9/8 D3 Work Book due to VP/HOD	ES,AM,VK,MBK,SDS,PM,ID,A D,LD,WK,AK	SYMPATHETIC
13	12/8 D4 Assembly	13/8 D5	14/8 D1	15/8 D4	16/8 D3 Work book due to VPHOD	SC,AM,SKM,SDN,ML,MJ,NK, MS,PS,FA,LN	FORTITUDE
14	19/8 D4 Dept reports due to office	20/8 D5 Trial 1 papers due to VP	21/8 D1 Dept coverage reports due to VP	22/8 D2	23/8 Term 2 Ends D3 Attendance Register /Workbook to office	SSR,AM,SSP,HA,RJ,PV,AS,RD, MM,SS,SG	PLANNING

- **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.