

Student Council Morning Duty List

OVERALL I/C: Lau Tse En (82986851)

AI/C: Felise Leow (86861853)

This duty will take effect from 9 April 2019, Tuesday

Important Notes:

- Attendance of councillors:

- 1) Take your attendance personally with the EXCO on duty between **0700-0715** at the CMS foyer, near the piano.
- 2) Any councillors who are **late for duty** (arriving **after 715am**)
 - a) **Text Tse En or Felise immediately before 7am.**
 - b) Take attendance at CMS foyer with EXCO before proceeding to do your duty. EXCO will be at the CMS foyer till 720 am. If you arrive after that, please look for the EXCO at the tables outside HOD room.
- 3) Any councillors who are **absent** from school
 - a) Please inform your duty IC if you will be absent on that day before 7am.
 - b) Text Tse En immediately before 7am.
- 4) EXCO members who are patrolling are to verify the attendance after the pledge-taking at CMS foyer before the list is endorsed by a SC teacher and submitted to the GO.

- Arrangement of bags:

- 1) Friendship Hall: Along the wall outside the hall, **NOT** near the HOD room or tables outside Friendship Hall
- 2) ISH: Along the wall at the back of the ISH
- 3) Quadrangle: At the back of the quadrangle

Collect your bags after assembly and proceed to class immediately.

- Councillors seating arrangement:

- 1) Whole school assembly: Sit at the back of the assembly venue
- 2) Separated school assembly (LS and US): Sit with your own class and ensure that noise level is kept to a minimum

- Professionalism

- 1) Do not hold lengthy conversations **while waiting** for your duty to start / on duty
- 2) Be accountable to each other.
- 3) **Councillors not on duty, are to help to look out for any misconduct and remind the students to read their books**
- 4) Councillors whose names are underlined will be the IC of the duty/venue
 - a) Make sure councillors are on time, and duties are done well
 - b) Do inform Tse En if there are any issues encountered by your team
- 5) **Mentors** would be on duty for **three weeks** to ensure that the SCs know what to do for that duty.

Pre-assembly Duties

Please sit with your classes after your duty for flag raising and assembly.

Your attendance will be taken by your **form teachers**, not the EXCOs.

Canteen and Fitness Corner: Jillian Yong (H2-2), Wang Jia Xin (J3-3)

ISH & Quadrangle: Lian Wen Ting (H2-3), Seow Jia Xuan (J3-3)

-Be at the location at **0715**

-Approach and ask the students to proceed to their assembly area.

-Turn off all lights and fans in canteen.

Placards

Lower Sec: Mia Chew (H2-5), Tessa Tan (H2-2)

Upper Sec: Charmaine Toh (J3-2), Effah Umairah (J3-3)

Lower Sec Mentor: Tiffany Loke (H2-2)

Upper Sec Mentor: Ye Jia'en (J3-2)

-Placards are to be **PLACED by 0705 punctually.**

-Ensure that each class has sufficient space to sit. Leave spaces between classes for teachers to walk through.

-Collect the placards and return it to the SC Room **AFTER ASSEMBLY.**

-Place placards during **special events/talks**. Do listen to morning announcements during assembly to ensure that placards are placed accurately.

Logistics Support

Lower Sec: Chia Yi Xuan (H2-7), Caleb Tan (H2-5), Tarynn Kiu (H2-3),

Upper Sec: Ong Yao Neng (J3-1), Manaswi Mabo (J3-4), Tan Jia Ning (J3-2)

-All chairs in FSH/ISH are to be **set up BY 0710**. Please refer to the annex for the layout.

-Upper Sec SCs will help to ensure that all shutters in the ISH are up before assembly begins

-If the whole school has assembly together, please do duty together. **On days with chapel**, SCs will start the arrangement of the classes at **0700**.

-Clear all chairs/benches after assembly. For ISH, please move the benches backwards to the drain area so that the students can return to their classes quickly.

Assembly Duties

Please sit at the back of the assembly area for flag raising and assembly.

Take your attendance with the EXCO at CMS foyer between 0700 to 0715.

Announcement Book

Lower Sec: Png Si Jie (H2-5), Brooklyn Sunuwar (H2-3)

Upper Sec: Mihika Kothari (J3-5), Bernice Wan (J3-2)

Mentor: Raksha Rao (J3-2)

- Duty starts at **0715** .
 - On **Tuesdays**, SC in charge of **Lower Sec** are to **copy the announcements** into a separate book.
 - On **Wednesdays**, SC in charge of **Upper Sec** are to **copy the announcements** into a separate book.
 - When the **whole school assembles**, only Brooklyn and Bernice will be on duty.
 - If assembly is in the quadangle, please sit beside the stage, close to the wall.
 - If assembly is in the ISH, please sit at the staircase near the PE store.
 - If assembly is in the Friendship Hall, please sit backstage.
- All of the above apply during flag raising and assembly.
- Duty IC to ensure that all announcements are written correctly. Pass the announcement book to the EXCO commanding **by 0725**.

Relief Slips: Charlotte Ho (H2-3), Shirley Liew (H2-2), Glenys Teo (J3-8), Esther Lam (J3-2), Goh En Qi (J3-2)

- Report to the GO at **0715** to collect relief slips.
- Ensure relief slips with **earlier time slot** are given out **ASAP**. Take note of teachers entering and exiting of the staffroom
- Please inform the late-coming SCs on duty when assembly is about to start.
- Duty IC to ensure that relief slips are given out by 0745, if there are still relief slips not given out, please return it to the GO.

Class ICs

Sec One: Joshua Cheng (H2-3), Siti Aminah (H2-4)

Sec Two: Micol Lee (H2-5), Shaun Ryan Tan (H2-3)

Sec Three: Lim Jian Feng (J3-6), Stephanie Poh (J3-6)

Sec Four & Five: Wang Si Hui (J3-2), Natthida Lim (J3-2)

- Duty starts at **0715 sharp** and ends at the end of pledge taking.
- Stand near the levels you're assigned. Take the initiative in breaking up groups of students standing/talking and ask them to sit in their classes politely.
- Shift the classes if it is too cramped.
- Read silently after the classes of your respective level have settled down.
- **DO NOT CROWD TOGETHER. Split up and do not have long conversations.**
- Sit at the back of the assembly venue when LS and US are separated, sit with your own class when entire school assemblies.
- Duty IC to ensure that students are reading their books. If there are not enough benches/chairs, please inform the councillors who are doing logistics to assist.

Late-Coming Duties

Take your attendance with the EXCO at CMS foyer between 0700 to 0715.

Put your bags in the SC Room before your duties.

Duty IC is to ensure that late-coming procedures run smoothly

Please refer to Annex B for layout.

Scanners

(a): Selina Lee (H2-5), Fok Xin Yi (J3-4)

Mentor: Poon Heem Tuck (H2-3)

-Duty starts at **0720**

-Book students late after **0725**

Main Gate/Canteen Toilet

(a): Neo Jia En (J3-2), Jonathan Lee (J3-2)

(b): Sadia Rahman (H2-2), Phua Xing Yi (J3-3)

Mentor: Suzana Thapa (J3-2)

-Duty starts at **0720**.

- (a): main gate duty on Mondays, Wednesdays and Fridays. Chase students from canteen toilet on Tuesdays & Thursdays.

- (b): main gate duties on Tuesdays and Thursdays. Chase students from canteen toilet on Mondays, Wednesdays and Fridays.

- Those on main gate duty:

- one councillor to stand at the gate at 0725 to ensure students who are late head to the GO.

- the other councillor is to stand at the area near the bicycle racks to ensure that all students who are late also move to the GO.

GO Foyer: Bernice Lin(J3-7), Erica Ong (J3-4)

-Duty starts at **0720**.

-Position yourself near the general office and show the students where to go for booking.

Look Outs

Beside Canteen: Naomi Rai (J3-3)

Behind staircase towards friendship Hall: Poh Jia Hui (H2-1)

Start of canteen walkway: M. Nivetha (H2-5)

- Duty starts at **0720**
- Look out for latecomers and line them up for booking
- Separate students who are only taking attendance from those who are marked as late
- Ensure latecomers are booked and look out for students trying to sneak away

Ushers: Awdy Angelina (H2-2), Melissa Loh (J3-2), Layla Smith (H2-7),

Mentor: Athena Tan (J3-4)

- Duty starts at **0720**
- Sort out the latecomers according to their level; ensure they line up in order
- Lead the students to their respective assembly area
- Look out for students trying to sneak away
- Please ensure that all ipads are returned back to the General Office after duty ends

Reflection Room: Chloe Teo (H2-5)

- Duty starts at **0720**
- Ensure students that are supposed to report to the reflection room stays in there

Side Gate: Faith Wong (H2-5), Htet Moe Tha (H2-6)

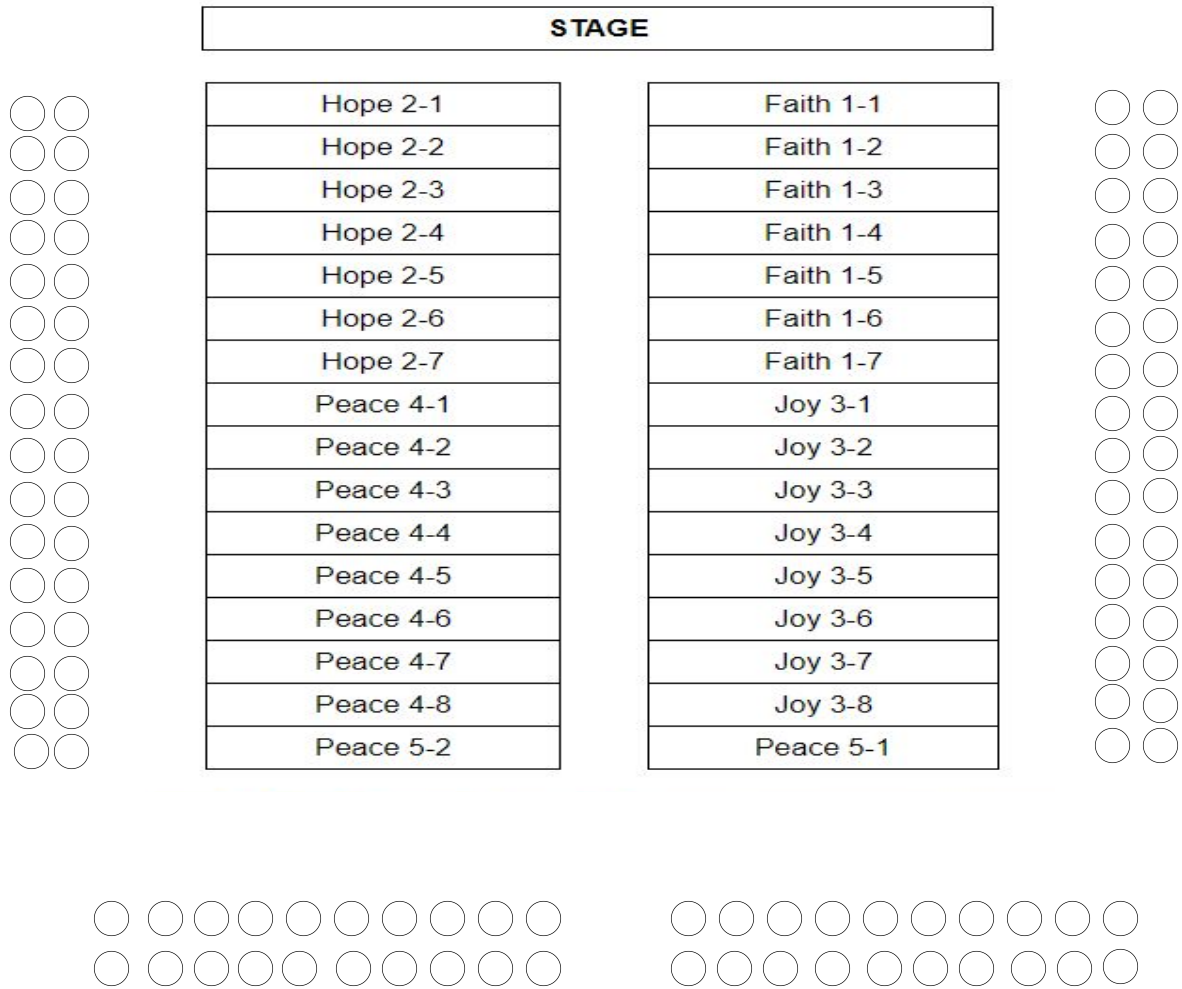
Mentor: Domingo Gio (J3-2)

- Report at the back gate at **0720 sharp**
- Help the teacher close the gate at **0725 SHARP**
- Ensure nobody climbs over the gate and return to your class at 0735.

Annex A : Layout of Friendship Hall

Legend

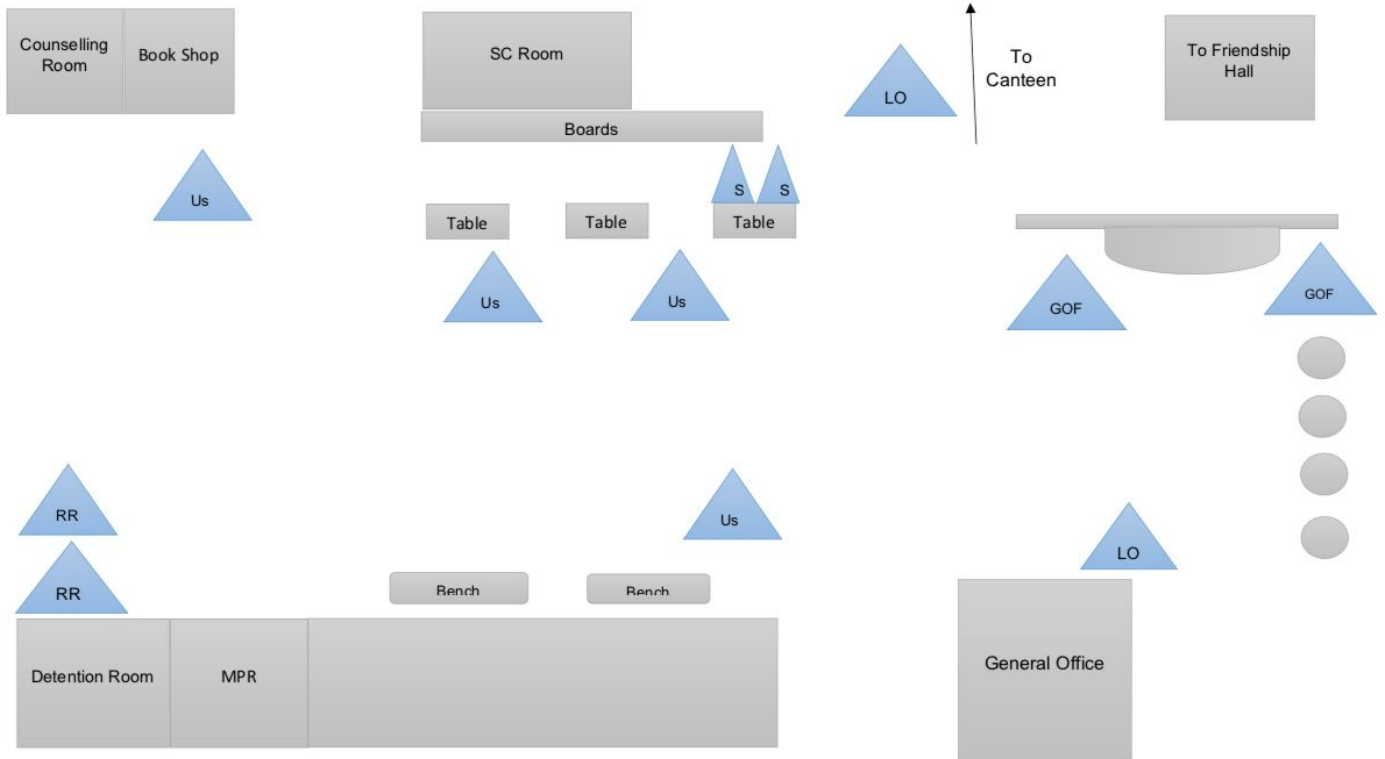
○ = Chair



Annex B : Layout of Late-coming area

Legend

- Us. = Ushers
- LO = Lookouts
- RR = Reflection Room
- S = Scanners
- GOF = GO Foyer



Annex C : ISH Layout

EXAMPLE (when sec 4/5s are in the Wesley Hall)

