

Student Council Morning Duty List

OVERALL I/C: Lau Tse En (8298 6851)

AI/C: Felise Leow (8686 1853)

This duty will take effect from 2nd January 2020, Thursday

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 will be **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) Inform your duty IC 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

Always keep your **valuables** with you. Collect your bags after assembly and return 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. Ensure your team mates know if you are in school.
- 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 is the IC of the duty/venue
 - a) Make sure councillors are on time, and duties are done well
 - b) Inform Tse En if there are any issues encountered by your team

- **Last day for Mentors** on duty will be on **14/1/20** 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: Jaimin Ong (F1-2), Sarah Chua (F1-4)

ISH & Quadrangle: Kayla Yap (F1-2), Faith Wong (H2-5)

- 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.**
- Report to class for **attendance taking** right after your duty at 0720.

Placards

Lower Sec: Megan Seow (H2-5), Christelle Quek (F1-2)

Upper Sec: Manaswi Mabo (J3-4) , Erica Ong (J3-2)

Lower Sec Mentor: Tessa Tan (H2-2)

Upper Sec Mentor: Effah Umairah (J3-3)

- Placards are to be **PLACED by 0705 punctually.**
- Ensure that each class has sufficient space to sit.
 - For FSH: Lower sec classes should occupy half of the hall till the end of the first air-con located below the "Excellence" banner.
 - For Quadrangle, ISH: Leave a small space between classes for teachers to walk through.
 - For Wesley hall: check with the mentors on the respective level arrangements.
- Collect the placards** and return it to the SC Room **AFTER ASSEMBLY.**
- Place placards during special events/talks.** Listen to the morning announcements during assembly or check the schedule given (if any) to ensure that placards are placed accurately.
- Mentors would **continue to be on duty** even after the date provided in the guidelines

Logistics Support

Lower Sec: Sadia Rahman (H2-2), Shervyn Eng (H2-3), Chester Chionh (H2-4), Selina Lee (H2-5)

Upper Sec: Esther Lam (J3-2), Domingo Gio (J3-2), Lim Jian Feng (J3-6), Stephanie Poh (J3-6),

Mentor: Tarynn Kiu (H2-3)

-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: Ismaa'eel Hafez Khan (F1-4), Megan Seow (H2-5)

Upper Sec: Melissa Loh (J3-2), Chan Qi Ying (J3-2)

Mentor: Lian Wen Ting (H2-3)

- Collect the announcement book from GO 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 Melissa and Shirley 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 0720**.

Relief Slips: Geraldine Goh (H2-4), Ong Teng Kiat (F1-2), Siti Aminah (H2-4), Jillian Yong (H2-2)

-Report to the GO at **0715** to collect relief slips and return a few times to check if there are more slips to be given out. Check with the teachers in the conference room if you need to return again.

-Ensure relief slips with **earlier time slot** are given out **ASAP**. Relief slips of adjunct teachers will be given out by staff in GO.

-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: Ceri Chi (F1-3), Charmaine Pang (F1-4)

Sec Two: To Yi Jie (H2-2), Jarrett Goh (F1-3)

Sec Three: Bernice Wan (J3-2), Jannzel Sng (H2-3)

Sec Four & Five: Ye Jia En (J3-2), Jonathan Lee (J3-2)

- Get students in the assembly venue to settle down once the music plays at **0715**.
- Break 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 hold long conversations.**
- After pledge taking, sit at the back of the assembly venue when LS and US are separated. Otherwise, sit with your own class when the entire school assembles.
- 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.

DO NOT HOLD PERSONAL CONVERSATIONS WITH LATECOMERS.

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

Please refer to Annex B for layout.

Scanners

(a): Kristin Yeo (H2-3), Elfie Yoon (J3-2)

Mentor: Jillian Yong (H2-2)

-Set up laptops/ipads by **0720**

-Book students late after **0725**

Main Gate/Canteen Toilet

(a): Tan Jia Ning (J3-2) , Yam Wen Yuan (F1-4)

(b): Joshua Cheng (H2-3), Wee Rui (F1-2)

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

GO Foyer: Tiffany Loke (H2-2), Clarissa Lee Huai En (F1-3)

-Be at the station at **0720**.

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

Look Outs

Overall (IC): Koh Yan Fen (J3-2)

Beside Canteen: Phua Xing Yi (J3-3)

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

Start of canteen walkway: Megan Toh Ko (F1-2)

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

Ushers: Nabil Low Zi Ler (F1-3), Brooklyn Sunuwar (H2-3), Shaun Ryan Tan (H2-3)

- Be at station 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 GO after duty ends

Reflection Room: Nadzirah Tarishah (H2-5)

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

Side Gate: Suzana Thapa (J3-2), Audrey Yeo (F1-4)

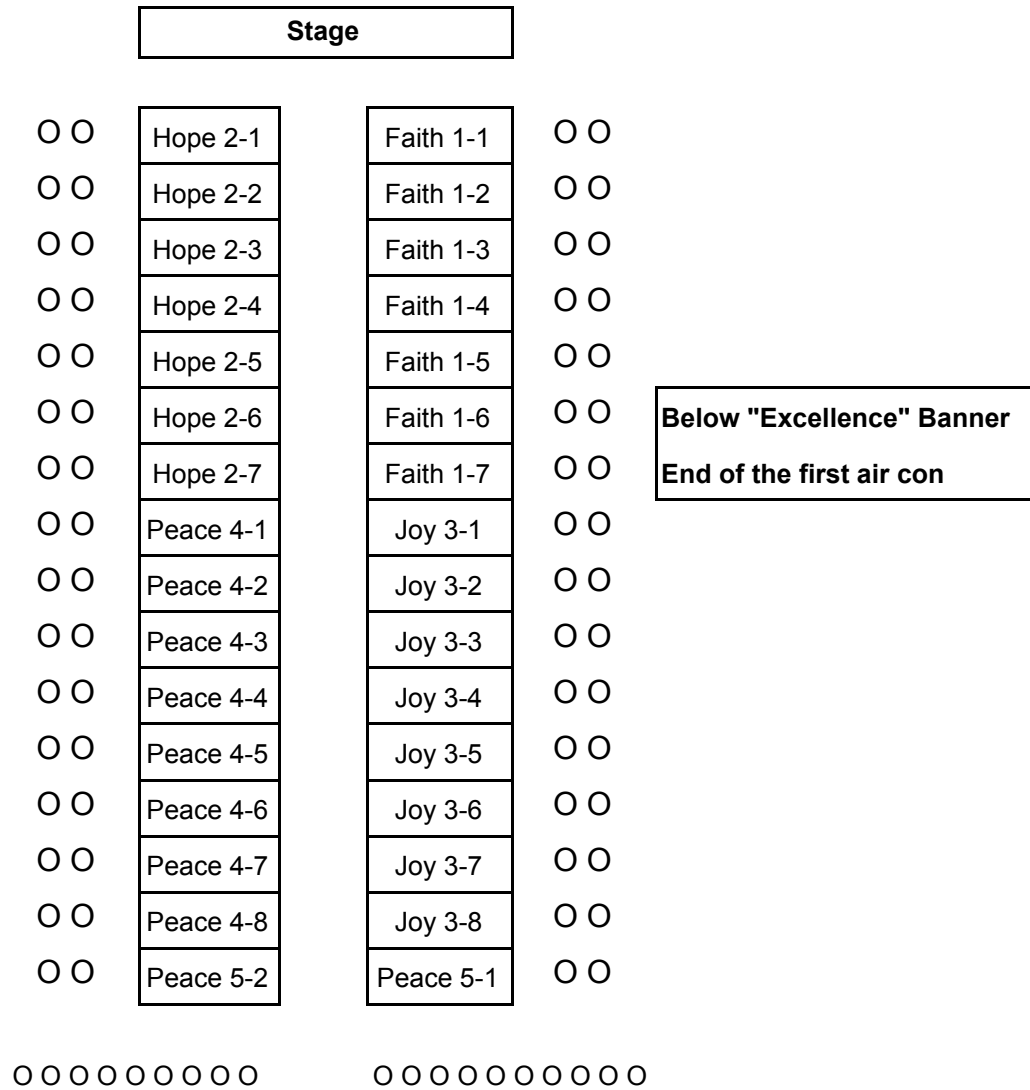
Mentor: Micol Lee (H2-5)

- Be at the back gate at **0720 sharp**
- Help the teacher to 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

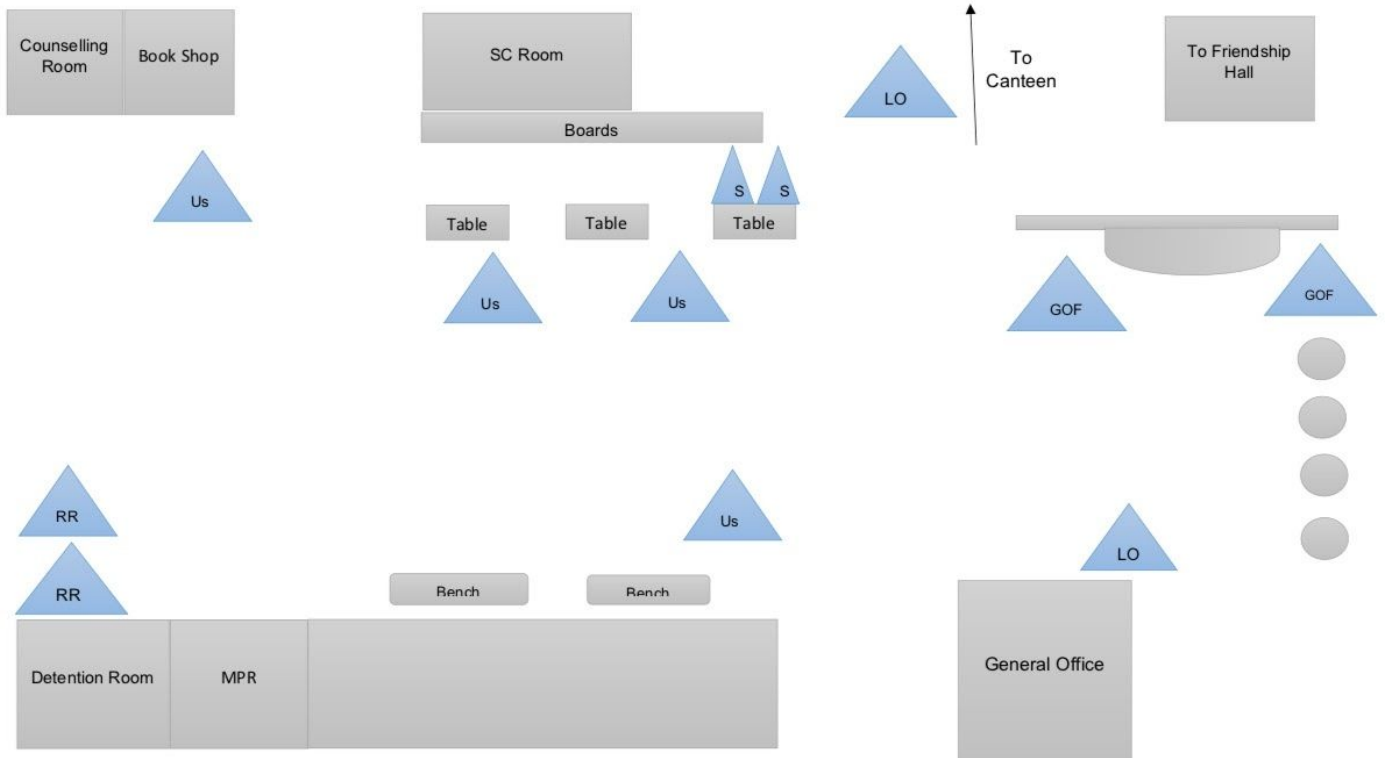
○ = Chair



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)

