

Secondary One Registration (19th Dec 2008) Duty List

Overall I / C: Kir Hwee (Hall)

Assistant Overall I / Cs: Syafiq Jr. (Sales of Uniform and Books), Parveen (Foyer).

Reporting time for councillors: 7.15 a.m.

Attire: School Uniform (Long Pants for boys) + School Tie

+ Blazer (Hall Registration and Hall Ushers - Side Exits of the Hall)

Carpark Marshals

I / C: Jun Shen

Ahmad, Luqman, Rehan, Walter, Jie-Ren, Fairuz

☞ Usher the drivers to the parking lots.

☞ Be alert at all times.

☞ Equipment needed here: Walkie Talkie / Whistles, and umbrella / poncho (if it rains).

☞ Help out in directing parents to books / uniform sales after your duty is done.

Foyer Registration

I / C: Jolin

Receptionists: Cherlyn, Shalyn, Maria, Nashwin, Parveen

☞ When parents come up to you, ask for their child's report book. Please check that he / she is posted to 3030, Temasek Secondary School.

☞ Mark attendance of the new Secondary Ones.

☞ Give a colour coded tag to each of the Secondary Ones before they proceed to the hall. The tags are the streams, according to the results in the report book. Give the correct tag to the new Secondary Ones:

1. Express Chinese Girls
2. Express Chinese Boys
3. Express Malay / Indian Girls
4. Express Malay / Indian Boys
5. Normal Academic
6. Normal Technical

☞ 3 canteen tables and benches are needed. Arrange them at the foyer (near the General Office), facing the porch. You are required to **bring your own pens** for the attendance marking.

Foyer Ushers

I / C: Annabelle Sr.

Sharmane, Keith, Carol, Gao Hong, Derek

☞ Usher the parents to the registration table.

☞ After they registered their child, usher them up to the hall.

☞ Help out in directing parents to books / uniform sales after your duty is done.

Floor Ushers

I / C: Aliffi

Library / Home Economics Rooms / Chemistry Laboratory to foyer: Aliffi, Ena

Outside office: Julian

- ☞ Parents that drive cars would park their cars at the parking lots provided which are situated far from the foyer.
- ☞ Guide them to the foyer as they have to register their child and collect the booklist from the hall.
- ☞ Help out in directing parents to books / uniform sales after your duty is done.
- ☞ **If manpower is needed on that day for this duty, inform Kir Hwee.**

Hall Ushers

I / C: Fiona

Back of the Hall: Chin Kiat, Johannes, Adilah

- ☞ Usher the new Secondary Ones to the councillors in the middle.
- ☞ Inform parents that only their child needs to complete the registration and that everything will be explained to them clearly.
- ☞ Usher parents to the row of seats at the back of the hall and request them to be seated.
- ☞ Please ensure that the entrance of the hall is not blocked.
- ☞ Please talk softly at all times.

Middle of Hall: Shawn, Rasi, Reshvin

- ☞ Direct the students to their respective queues (for the stations) based on their colour coded tags.

Side Exits of the Hall: Rukku, Emelia

- ☞ Direct parents and registered Secondary Ones out of the hall to the outside staffroom / AVT.

Ushers to Books and Uniform Sales

I / C: Timothy

Outside staffroom / AVT: Cuthbert, Melody

Along Classrooms: Sarkunan, Timothy

- ☞ Please put signs up to reduce the number of councillors needed.
- ☞ Direct the parents to the sales of books and uniforms.
- ☞ Control the crowd.
- ☞ Important notes:

Sales of textbooks: 1st floor

- Room 01-08, 01-09 (Waiting Room, Collection of Queue Number)
- Room 01-06, 01-07 (Payment and Collection of Books)
- Home delivery: <http://www.orangeinc.com.sg>

Sales of uniform: 2nd floor

- Room 02-07 (Measurements - will be taken when in line, Payment)
- Room 02-08 (Collection of uniforms for girls)
- Room 02-09 (Collection of uniform for boys)

Hall Registration

I / C: Jhia Hao

Station	Registration	Crowd Control
Express Girls (Chinese)	Annabelle Jr., Sherweine	Joni
	Joelle, Nurafiqah	
Express Boys (Chinese)	Jhia Hao, Vanessa	Xin Yi
	Moses, Myra	
Express Girls (Malays/Indians)	Kir Hwee	Joanne
Express Boys (Malays/Indians)	Syukri	Jonathan
Normal Academic	Syafiq Sr., Aaron	Kitty
Normal Technical	Wei Lin, Winston	
Higher Languages	Divya	-

Registration

- ☞ Check their report books / colour coded tags to make sure that they are at the right station.
- ☞ Take down orientation T-Shirt size (XS, S, M, L, XL, XXL).
- ☞ Issue the following things: Letter from the Principal, Class Allocations, HML Option form, Booklist, School Uniform Specifications, Instructions for Purchase of textbooks and uniforms, and the Secondary One Orientation programme.
- ☞ Tell them that on their first day of school, they have to assemble in the hall at 7.30a.m., according to their classes, in their school uniform (without the school badge and school tie). If it rains, announcement would be made on that day itself to their next location for assembling.
- ☞ **Bring your own pens** to mark attendance.

Crowd Control

- ☞ Keep the queuing lines in order – A maximum of 15 new Secondary Ones in one row.
- ☞ Make sure the new Secondary Ones are seated.

Sales of Uniforms

I / C: Thet

Farhannah, Faizah, Phoebe, Cheryl, Guo Wei

- ☞ The staff will make the measurements, while Councillors will write down the sizes.
- ☞ **Bring your own pens and calculator.**

Extra information:

- ☞ Secondary Ones will only receive their badges during the Sec One Investiture. They are to put on their ties during that occasion.
- ☞ Councillors are to be in proper attire - shirts to be tucked on at all times, untapered pants, skirts with proper lengths, TMS socks above the ankle and proper shoes (White based with black / grey / navy blue highlights).
- ☞ Be polite, presentable, helpful, and formal at all times. Keep On Smiling! 😊
- ☞ For any queries, please approach any of the Overall I / C for this event.
- ☞ **Remember: "You do not have a second chance to make a good first impression!"**