

Academic Year Opening & Welcome Assembly

(Motivational inaugural assembly led by senior students & leadership, introduction of staff, and sharing year's vision)

CHECKLIST

Academic Year Opening & Welcome Assembly

1. Planning & Coordination

- Date and time finalized
- Venue arranged (Assembly Ground/Auditorium)
- Theme of the year decided
- Program flow prepared
- Senior students selected as anchors
- Roles assigned to House Captains/Prefects
- Staff briefing conducted
- Sound system arranged
- Stage decoration completed
- Seating plan organized

2. Leadership Participation

- Principal's address prepared
- Management/Chairperson message arranged (if applicable)
- Vision & mission statement prepared
- Annual goals and targets finalized
- Academic expectations communicated
- Discipline guidelines reviewed

3. Student Involvement

- Senior students leading assembly
- Welcome speech prepared
- Motivational speech/script ready
- Prayer/song rehearsal done
- Thought of the day prepared
- Cultural performance arranged (optional)
- Oath-taking ceremony organized

4. Introduction of Staff

- New staff members introduced
- Department heads introduced
- Class teachers announced
- Key administrative staff introduced
- Staff roles explained briefly

5. Academic Year Orientation

- Academic calendar highlights shared
- Examination schedule overview given
- Co-curricular activities introduced
- Club activities announced
- Sports events outlined
- Important school policies shared

6. Motivation & Inspiration

- Inspirational message delivered
- Success stories shared
- Student leadership expectations explained
- Awards/recognition (if any) presented
- Positive discipline and values emphasized

7. Logistics & Safety

- Attendance recorded
- Discipline maintained
- First-aid available
- Photography/Videography arranged
- Backup power arranged

8. Post-Event Actions

- Feedback collected
- Photos uploaded on website/social media
- Report prepared and filed
- Documentation maintained

REPORT FORMAT

Academic Year Opening & Welcome Assembly Report

School Name: _____

Academic Session: _____

Date of Assembly: _____

Venue: _____

Organized By: _____

1. Objective of the Assembly

The Academic Year Opening & Welcome Assembly was organized to warmly welcome students and staff to the new academic session, introduce key faculty members, and share the school's vision, mission, and goals for the year. The event aimed to motivate students and set a positive tone for the session.

2. Program Highlights

- The assembly commenced with the school prayer.
- Senior students conducted the proceedings.
- Welcome address delivered by _____.
- Principal's motivational address delivered focusing on academic excellence, discipline, and holistic development.
- Introduction of new staff members.
- Presentation of the school's vision and annual goals.
- Overview of academic and co-curricular calendar shared.
- Oath-taking ceremony conducted for student leaders (if applicable).
- Cultural presentation (if conducted).

3. Leadership Address

The Principal/Head of School emphasized:

- Commitment to academic excellence
- Importance of discipline and values
- Student leadership and responsibility
- Participation in co-curricular activities
- Focus areas for the academic year

Key Vision Statement Shared:

4. Introduction of Staff

- New faculty members were introduced.
- Department Heads were acknowledged.

- Class teachers were announced.
- Administrative and support staff were recognized.

5. Student Participation

- Senior students led the assembly confidently.
- Motivational speech delivered by _____.
- Student oath administered.
- Participation was enthusiastic and disciplined.

6. Attendance Details

- Total Students Present: _____
- Total Staff Present: _____

7. Outcomes of the Assembly

- Students motivated and inspired for the new academic session.
- Clear understanding of school expectations.
- Positive and energetic start to the year.
- Strengthened connection between leadership, staff, and students.

8. Conclusion

The Academic Year Opening & Welcome Assembly was successfully conducted and effectively set the tone for a productive and inspiring academic year. The event reinforced the school's commitment to excellence, discipline, and holistic growth.

Prepared By: _____

Signature: _____

Verified By (Principal): _____

Signature: _____

School Seal: _____