Class Committee Cockpit Entry Guide 2023

<u>**P1-P5**</u> **Form Teachers** - Key in your form class' class committee roles **by T4W8**.

If you have already done so as originally instructed, we appreciate and thank you for your prompt efforts.

You will only need to make adjustments and key in a 2nd time in T4W8 <u>**IF**</u> you are changing your class committee roles of some students who have **not been meeting expectations** (especially for tier 2 leaders - class leaders etc.). More details provided at subsequent slides.

<u>**P6**</u> **Form Teachers** - Please key in your form class' class committee roles by **T2W8** for semester 1 **and T4W8** for semester 2.

Class Committee Leadership Role Policy - 2023

1. **Every student in the class MUST be assigned <u>1</u> class committee leadership role (unless).**
    a. Students who are trainee prefects / prefects / CCA leaders **may** be assigned a class committee role but **priority** to be given to students who **do not** already **possess these roles.**
    b. Students should <u>not</u> be assigned **more than 1** class committee role as it reduces opportunities for others.
2. **Students who have been "approaching expectations" for <u>both</u> term 1 and 2 may be switched to a different role based on the Form Teacher's judgement.**
    a. E.g. A class leader who has not been meeting expectations for terms 1 <u>and</u> 2 <u>may be</u> switched to an English Peer Leader **if required**. Another student in the class must then take up the new role of class leader to ensure 2 class leaders in all classes.
    b. This must be **communicated to parents** by the **end of term 2** stating the reasons why we are deciding to switch the student's role (take the angle of suitability for another role.).
    c. Students switching to new roles will start their role from T3W1, Mon.
    d. This policy of switching roles per semester has been communicated to the boys and was posted on SLS as slides.

ST. STEPHEN'S SCHOOL

My Activity List
Customise my list

Service Desks

SSOE Service Desk (Schools)
Operating Hours:

- Mondays to Fridays from 7am - 7pm
- Saturdays from 7am - 2pm
- Exclude Sundays and Public Holidays

Hotline: 1800 7663 663
(1800 SMOE MOE)
Fax: 6773 4053
Email: help@schools.gov.sg

AFM Service Desk (MOE HQ)
Operating Hours:

- Mondays to Fridays from 7:30am - 7:30pm
- Saturdays from 7:30am - 1:30pm
- Exclude Sundays and Public Holidays

SC Applications

- Class 360 | Student 360
- Curriculum, Subject and Results (CSR)

Classic System

- **Student Information**
  Student Details | Testimonial | PFT Management | Overseas Excursion Management | Co-Curriculum Management |
  Medical Record | After-School Arrangement

- **Student Admin**
  Movements | Programmes & Awards | Offences | Attendance

- **Teaching**
  Teaching Assignment

- **School Admin**
  School Administration | Health & Emergency Module | Incident Management | Comment Resource Bank Management

- **Application Admin**
  User Admin

1. Click

Achievement & Leadership (Others)

Achievement | **Leadership** | Leadership Modules

2. Click

| | PRIMARY | SELECT LEADERSHIP DEVELOPMENT |

Quick Search

type Student Nam

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Show

PLEASE SELECT A LEADERSHIP DEVELOPMENT

CO-CURRICULUM MANAGEMENT

Home

Participation (Attendance)

Participation (Events)

Achievement & Leadership (My CCA)

Achievement & Leadership (Others)

Enrichment

CCM

Quick Help ▲

Achievement & Leadership (Others)

school COCKPIT plus
In Touch. In Time.

3. Click

Achievement   **Leadership**   Leadership

4. Click and choose from drop down menu.

CO-CURRICULUM MANAGEMENT

Home

Participation (Attendance)

Participation (Events)

Achievement & Leadership (My CCA)

Achievement & Leadership (Others)

Enrichment

CCM

Quick Help ▲

Filter

| 2023 ▾ | PRIMARY ▾ | STUDENT LEADERSHIP (CLASS APPOINTMENT) ▾ |

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☐	#	Student Name	ID	Level	Class	Gender	Leadership Development	Involvement Type	Inv Nar

No Records Found

Achievement & Leadership (Others)

CO-CURRICULUM MANAGEMENT

Home

Participation (Attendance)

Participation (Events)

Achievement & Leadership (My CCA)

Achievement & Leadership (Others)

Enrichment

CCM

Quick Help ▲

Achievement | **Leadership** | Leadership Modules

5. Click to add roles

Filter

| 2023 ▼ | PRIMARY ▼ | STUDENT LEADERSHIP (CLASS APPOINTMENT) ▼ |

[**+ 👤**]   [**− 👤 ▼**]   [**+ Copy Previous Year Involvements**]   [**⬇ CSV**]

☐	#	Student Name	ID	Level	Class	Gender	Leadership Development	Involvement Type	Inv Nam

No Records Found

Add Leadership Involvements

STUDENT LEADERSHIP (CLASS APPOINTMENT)

By Student   **By Class**   By CCA Membership

6. Click to select level / class

SELECT LEVEL ⌄   ALL CLASSES ⌄

PLEASE SELECT A LEVEL

Add with

Involvement Type   LEADERSHIP

* Involvement Name   ● Assistant Class Monitor ⌄

○ Other Leadership Post (within School/CCA)

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Filter

2023

No Reco

PRIMARY ⌄   SELECT LEVEL ⌄   ALL CLASSES ⌄

PLEASE SELECT A LEVEL

Add with

Involvement Type   LEADERSHIP

7. Select and type in the class committee role.

* Involvement Name   ○ Assistant Class Monitor ⌄

● Other Leadership Post (within School/CCA)

Class Leader

SDP Domain   Leadership ⌄

8. Click to confirm.   Close   **Add Involvements**

Achievement & Leadership (Others)

Achievement   **Leadership**   Leadership Modules

9. Click to remove roles if/when necessary

Filter

2023 ▾   PRIMARY ▾   STUDENT LEADERSHIP (CLASS APPOINTMENT) ▾

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☐	#	Student Name	ID	Level	Class	Gender	Leadership Development	Involvement Type	Inv Nam

No Records Found

Class Committee Appointment Roles to be typed into Cockpit

1. Class Leader
2. Line Leader
3. Peer Support Leader
4. VIA Ambassador
5. English Peer Leader
6. Mother Tongue Peer Leader
7. Math Peer Leader
8. PE Peer Leader

9. Art Peer Leader
10. Music Peer Leader
11. Social Studies Peer Leader
12. Green Peer Leader
13. ICT Peer Leader
14. Prayer Peer Leader
15. PAL Peer Leader
16. Science Peer Leader

Refer to Class Committee Role Google Sheet for students' roles:
https://docs.google.com/spreadsheets/d/1Ilfuu1pUyrMnvrvfjXZwFQ-kruYdLf0xMTqCTsWFAGU/edit#gid=478005966

<u>IF</u> there are changes in class committee role in Semester 2 (due to students not meeting expectations in both term 1 and 2)

To be done in **order:**

1. **Delete** previous input done in semester 1 (if applicable).
2. **Re-enter** input for semester 1 and add "*(Semester 1)*".
E.g. "**Class Leader (Semester 1)**"

3. **Key** into Cockpit the student's class committee role in semester 2 and add "*(Semester 2)*".
E.g. "**English Peer Leader (Semester 2)**"

IF there are no changes in class committee role in Semester 2

If you already have done so in T2W8, no further action needed.

All students who serve the **same** class committee **role** for **semester 1 and 2** will only have 1 input into cockpit **without adding** in "(Semester 1)" or "(Semester 2)".

Final Print Result

Case 1 (Tom was a Class Leader for both Semester 1 and 2):

- FT inputs into Cockpit - "**Class Leader**"
- No further action required
- Printed out on Report Book - "Class Leader"

Case 2 (Jerry was a Class Leader for Semester 1 and an English Peer Leader in Semester 2 due to him **not meeting expectations**):

- FT **deletes** previous entry in Cockpit (**if** keyed in T2W8)
- FT first inputs into Cockpit - "**Class Leader (Semester 1)**"
- FT then inputs into Cockpit - "**English Peer Leader (Semester 2)**"