# **Class Committee Cockpit Entry Guide 2023**

P1-P5 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.

**P6** 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 **not** 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.



#### 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



#### ST. STEPHEN'S SCHOOL

My Activity List Customise my list

#### 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

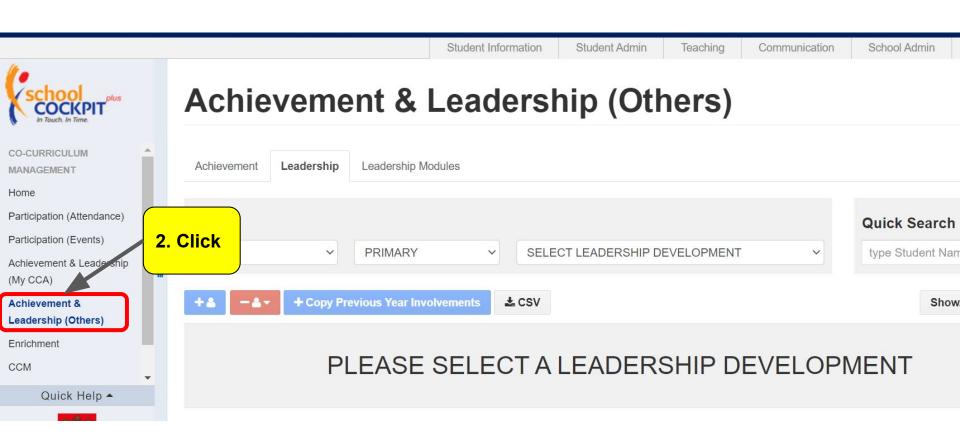
School Administration | Health & Emergency Module | Incident Management | Comment Resource Bank Management

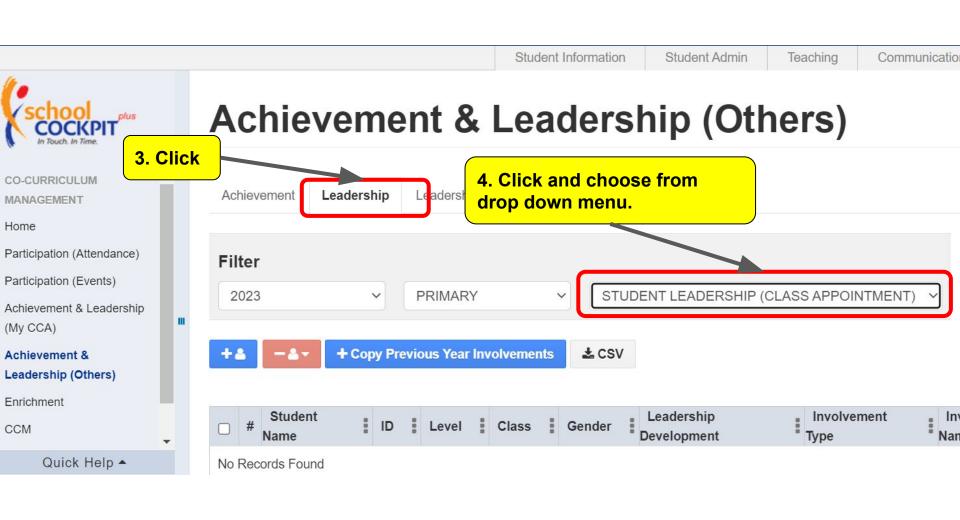
Application Admin

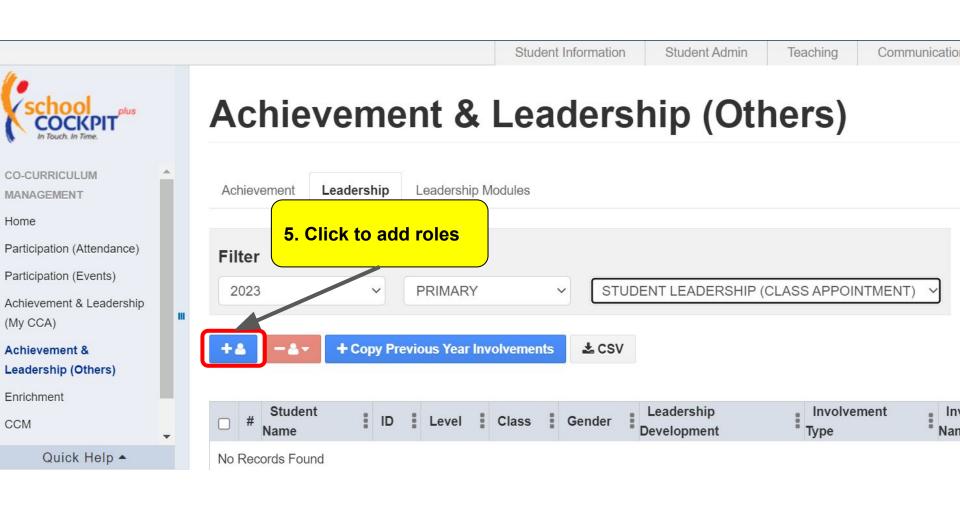
User Admin

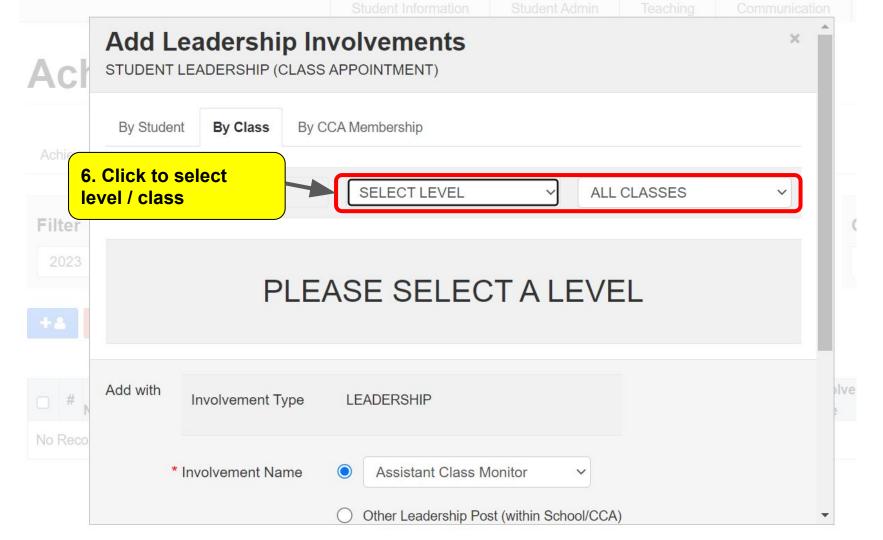
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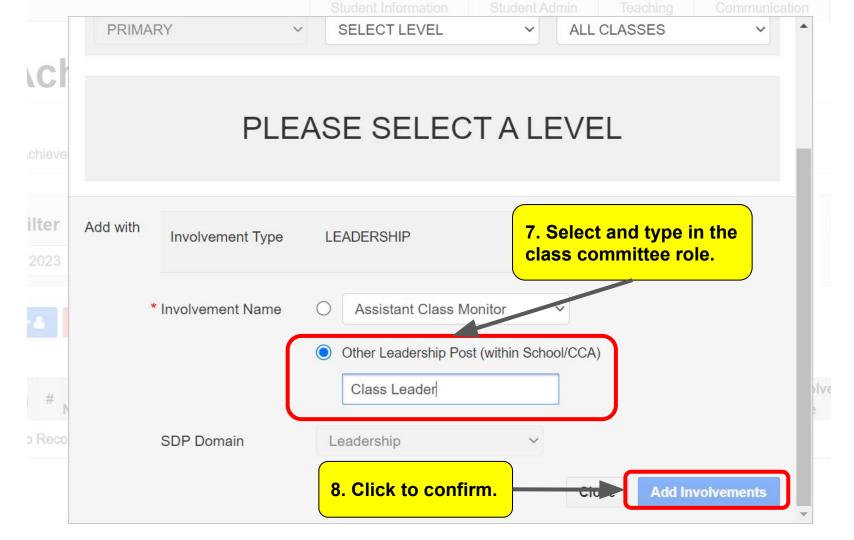
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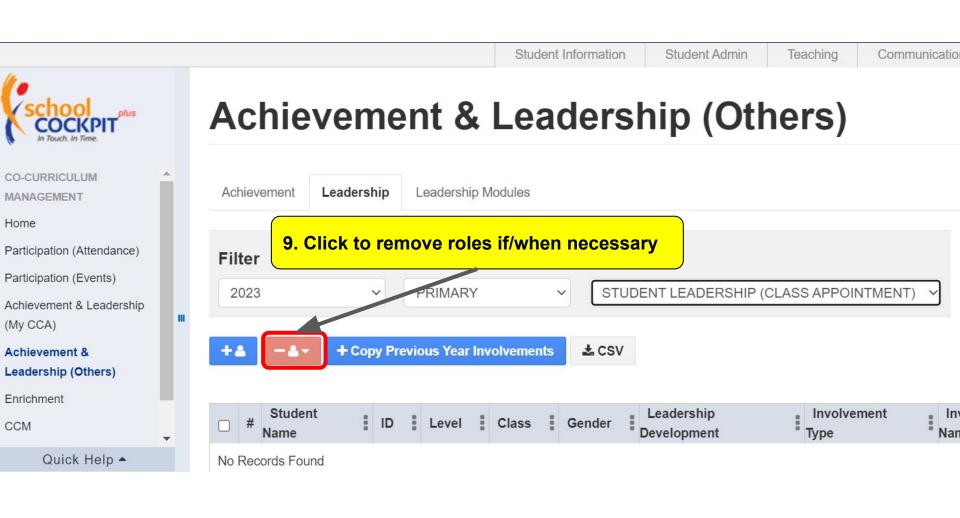












# Class Committee Appointment Roles to be typed into Cockpit

- Class Leader
  Art Peer Leader
- Line Leader
  Music Peer Leader
- 3. Peer Support Leader 11. Social Studies Peer Leader
- 4. VIA Ambassador 12. Green Peer Leader
- 5. English Peer Leader 13. ICT Peer Leader
- 6. Mother Tongue Peer Leader 14. Prayer Peer Leader
- 7. Math Peer Leader 15. PAL Peer Leader
- 8. PE Peer Leader 16. Science Peer Leader

#### Refer to Class Committee Role Google Sheet for students' roles:

https://docs.google.com/spreadsheets/d/1llfuu1pUyrMnvrvfjXZwFQ-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 <u>no</u> 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 <u>without</u> 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)"