

Instructions for Students during Extended Curriculum

On days that you have lesson(s), proceed straight to the learning venue. There is NO morning assembly.

Leave the school premises once your lessons are over for the day (unless you are involved in coursework or CCA in the afternoon).

You are NOT allowed to leave the school premises during recess period (unless your lessons have ended for the day).

Lessons during extended curriculum is compulsory. Please inform your subject teachers if you are not able to attend lessons for

Attire for extended curriculum: School uniform/School PE T-shirt with school pants or skirt

Instructions for Subject Teachers

Update students' attendance using a **hardcopy class list**.

Students who are supposed to attend your lesson but were absent, subject teachers are to follow-up with these students. (Contact parents to determine reason of absence). Do keep the attendance sheet for future reference. This will come in handy should there be queries from parents about their child's attendance during the holidays.

Last period subject teachers:

- Remind students that they should leave the school premises once their lessons are over for the day (unless they are involved in Coursework in the afternoon).