



Form Teachers' Duties

a) ATTENDANCE REGISTER:

I. Check names of students; initials, age 1st September and subject options where necessary. Make the necessary corrections to the form lists and return to the office at the end of the morning session.

II. Record names of students, surname first, age and house allocations in register at the end of the week.

III. Record addresses and telephone numbers of parents or guardians in the front of the register.

IV. Give the office any changes in addresses or telephone numbers so that the students' record cards can be updated.

b) REPORTS:

Please inform students that all envelopes for reports should be returned by the FRIDAY of the FIRST WEEK. Collect envelopes and check for signature of parents or guardians.

c) SEATING:

Organise seating arrangements for the form, paying special attention to those who have peculiar problems or physical impairment e.g. vision. Place a seating plan on the teacher's desk by the end of the first week.

d) STATIONERY:

Give new students the colour scheme for exercise books. Ensure that names are written on all their books. Exercise books which are written out will be replaced at the book room provided pages have not been removed and the subject teacher signs the last page of the book.

e) TEXTBOOKS:

Form Teachers are to remind students that text books are the property of the Ministry of Education and therefore must be treated with the utmost care. Check that the text books are covered by the end of the second week, in order to protect them from damage.

f) TIMETABLE & HOMEWORK:

Place the timetable and a suggested homework schedule on the board. Post a copy on the form's notice board.



g) FORM CAPTAIN:

A Form Captain and Deputy Form Captain should be selected by the form. These may also serve as representatives on the Student Council.

h) DUTY ROSTER:

Prepare a form duty roster for the term. Duties include being subject monitors to assist the subject teachers; cleaning of the board and ensuring that the classroom is tidy.

i) FORM PRAYERS:

A roster of students who are to be responsible for each session should be placed on the notice board.

j) SCHOOL RULES & REGULATIONS:

Periodically remind students of the school rules, highlighting relevant ones at the time. This will help them to become better acquainted with the rules.

k) REGISTRATION CARDS:

These cards are filed in the office. Personal information concerning the child's medical health, address and Parent's contact numbers are to be found on this card as well. Please check information about the student's health. Any confirmed medical problems should be noted on this card.

At the end of each year you will be expected to place the examination results in the appropriate spaces at the back of the card. Form teachers of the 5th Form will place the average marks for terms 1 & 2.