

The Procedure Manual for Making Announcements in the Morning Assembly 2006

A. Purposes

The arrangement is made in order to

1. enhance communication and mutual understanding between teachers and students;
2. reduce disturbance to the morning assembly and normal lessons; (*)
3. use the time for the morning assembly more effectively and efficiently; and
4. facilitate teachers and students in making announcements.

B. Guidelines

1. The arrangement is applicable to all announcements in the morning assembly.
2. Changes can be made after the approval of the teacher-in-charge of morning assemblies.

C. Arrangement

1. There are morning assemblies every Monday, Wednesday and Thursday. The speeches on Mondays and Thursdays are given by teachers and those on Wednesday are done by classes.
2. On Wednesday morning, there will be singing of school song. On Thursday, there will be singing of hymns.
3. **A preparation bell will ring at 8.05a.m.** It is to let students to come down to the playground.
4. **The second bell will ring at 8.10a.m. Then the assembly will start.** The prefects will be in charge of latecomers. They will line up on a new line and they will be the last ones to move up to their classrooms. Their names will be recorded.
5. The teacher-in-charge or student-in-charge will make **a speech of about 5 minutes.** Before he/she starts the speech, **he/she should start the prayer first.**

6. There will be, at maximum, **6 announcements, three for teachers' and three for students' announcements.** The principle of 'first come, first served' will be adopted.
7. For students' announcements, the announcers need to find Miss Brenda Lee before 8a.m. that morning to proofread their notes. They need to get her endorsement. For the Chinese version, they need to find Mr. T.K. Yu for endorsement.
8. **All announcements should be made in English except those made under special circumstances and by the group of Religious Studies, Chinese Society & Chinese History Society**
9. Prize-presentation can be done in the morning assembly. However, **one presentation is allowed in each assembly. Each presentation can last 3 minutes. Each department/club can only book one session each month. If there are sessions remaining, permission can be sought from Mr. Law to use the time slot. The teacher-in-charge of the prize-presentation should inform Mr. Law one day prior to the presentation** so that arrangements can be made. Mr. Law has the right not to allow the presentation if he has not been informed beforehand.
10. The bell will ring at **8.30a.m.** to indicate that the assembly is over.
11. Students will move up to their classrooms.
12. All the activities in the covered-playground or playground must stop at 8.30a.m. The head-prefects will remind the students to go back to their classrooms after 8.30a.m.
13. The teacher-in-charge of the morning assembly is Mr. Law. If there are any queries, he should be approached for clarification.
14. If it rains, there is no assembly and **the teachers of the first lesson should enter the classrooms after 8.10a.m.**
15. When a special guest comes, there will be no teachers' and students' announcements in the assembly. Mr. J Wong will be in charge of making rearrangement.

D. Discretion

The principal and the teacher-in-charge of morning assembly have the power to make the rearrangement of the procedure.