Duties of Form Masters

Form Period

- On Time: 08:00 in the morning and 13:15 in the afternoon
- "/'" for presence
- "a" for absence
- Not to accept students in class after the ringing of the second bell unless they have a lateness form
- Insert the total number of presentees with the initials at the bottom of the column.
- Monitor if lateness (L) has been inserted in case student is late while taking afternoon attendance.
- Repetitive absences (more than 3 continuous days) to be reported to Usher
- Afternoon register is to be done by the subject teacher of the 8th period. In case of options, consult the alternative arrangements affixed on the staff Room Notice Board.
- Use the daily Form Period (08:00 – 08:15) and the Form Master’s period on Fridays (5th Period) to address issues on:
  1. Discipline
  2. Uniform
  3. Behaviour
  4. Responsibility
  5. Attitude
  6. Results
  7. Choice of subjects, career prospects etc..
- Pastoral care – talk to students who are having behavioural problems. There is a psychologist and a Social Worker from the Zone attached to the school. Report students who you think need help to the Rector.
- There is also a Student Care and Counselling Desk at the school.

Attendance Cards

- Attendance card and Attendance Register should tally
- Form Masters to write names of absentees themselves, the correct number of presentees and absentees should be inserted in the card.
- They are to sign the card and write their names and not initials only.
- Subject teachers: ensure that they have the corresponding students in their class as per the attendance card.

In case of options: assign the duties of the class captain to a responsible student in your group in case the class captain is not in your group. Subject teachers are to take attendance of their students for each and every class they are having.
Journals

- All students should have their journal in their possession at all times.
- Form Masters will be signing Journals during the Form Master’s Period (5th Period) every Friday.
- Lateness and absences should be inserted in the Journals.
- Appropriate remarks should be inserted in the space provided for Form Masters.

This is only a guide. Any additional suggestions from you for the benefit of the students are welcome.