



مدرسة الآفاق الحديثة ذ.م.م. NEW HORIZON SCHOOL W.L.L.

Class Monitors' Duties and Responsibilities

- Two pupils from each class are selected as class monitors (CMs) usually for one term by the class teacher in consultation with other subject teachers and class co-ordinator.
- The CMs should be well disciplined, responsible and understanding; they must be the role model for the class discharging their duties with humility and understanding. They are expected to have good rapport with all students and have a cordial relation with them
- Any student who is blessed to have this unique position in class must abide by all the school rules and should become a good leader. *"A leader is one who knows the way, goes the way, and shows the way. (John C. Maxwell)"*

Duties of Class Monitors are listed below:

1. Maintain discipline in the class when teacher is away.
2. When a teacher does not arrive in the class at the beginning of a period, one of the CMs report it immediately to the Class coordinator and Cell Coordinator.
3. Maintain a log of students' movements, late arrivals of students after recess and starting time of each period in the prescribed log sheets which are to be handed over to the Cass Teacher at the end of the day
4. Help the teachers with the collection and distribution of books.
5. Make sure that books and articles are neatly arranged on teacher's desk and in the cupboard and also clear board when asked or at the end of a period.
6. Ensure that the class maintains proper discipline when they move for assembly/ language and computer classes, PT/ Yoga/ dance/music etc.
7. Check if all students have reported after second language/ third language /PE and other co-curricular activities.
8. Delegate responsibilities to students in decorating the class and organizing for inter-class competitions.
9. Help the teacher whenever required such as in collecting names, practising for assembly or competitions.

Class Monitors who successfully accomplish their duties will receive Certificate of Appreciation towards the end of an academic year.

PRINCIPAL