



ASSUMPTION
ENGLISH

Founder's Day & Prize-Giving Ceremony
25 April, Thursday

Admin Brief

Actual Date & Time: 25 April, Thursday
(2.00pm to 3.30pm)

Venue: School Hall

Guest of Honour: Mr Jason Tang

Rehearsal for Students Award Recipients

Rehearsal Date: Sec 3 & 4 (23 April, Tue)
Sec 2 (24 April, Wed)

Rehearsal Time: 2.30 pm – 4.00 pm



ASSUMPTION
ENGLISH

Attire

Student Award Recipients:	School uniform with School Tie
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Students:	Full Uniform
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Student Ushers:	Blazers, Uniform with School Tie, Black shoes
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Hall Seating Arrangement and Movement

Stage

12.30pm to 1.30pm :
Catholic students & staff
1.30pm to 3.30pm:
Parents and guests
Student Award Recipients

Sec 4/5

GOH, P, VPs, VIPs, Staff Award Recipients
KPs, Non- FTs and AE, CSOs, TSOs

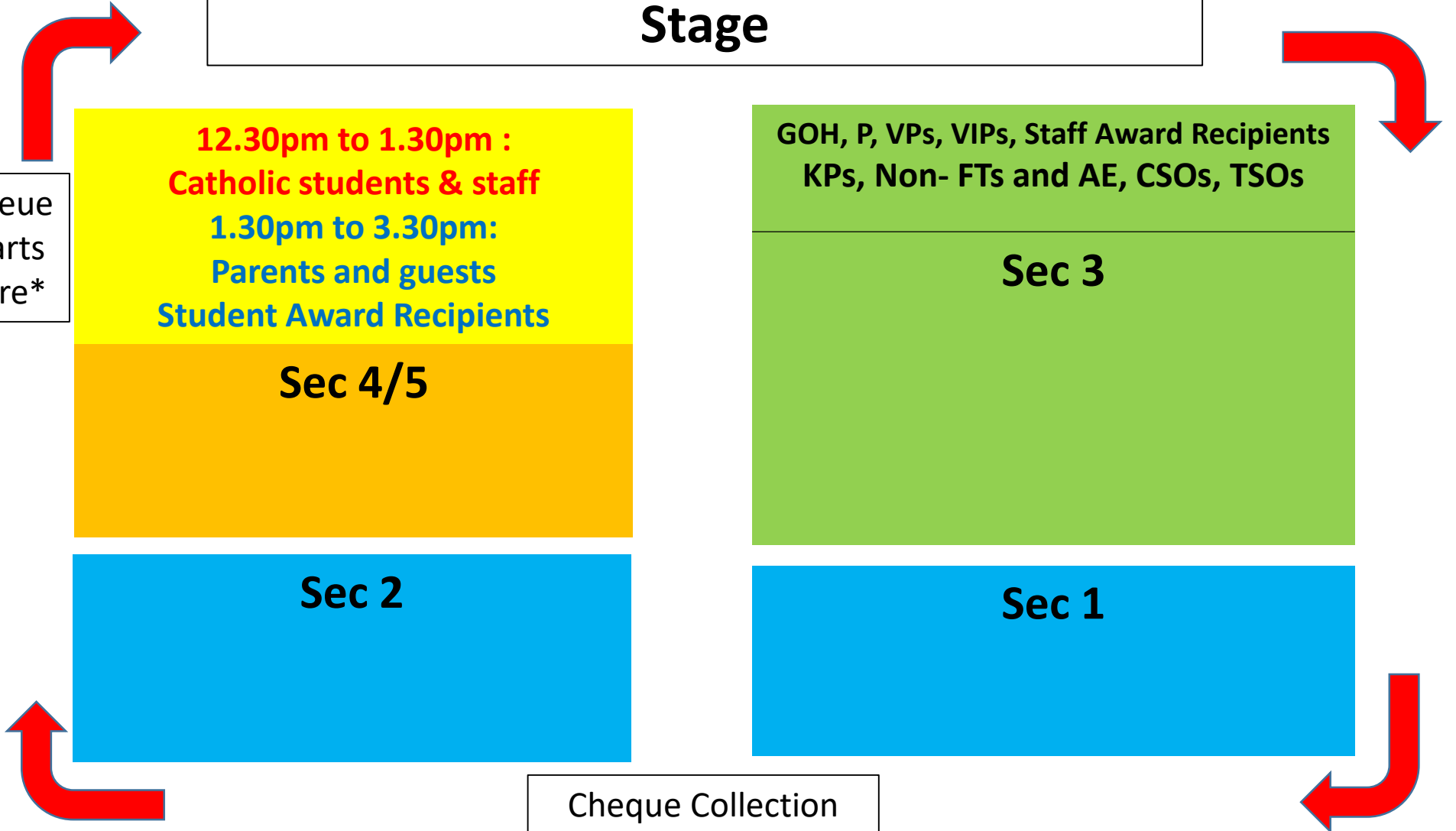
Sec 3

Sec 2

Sec 1

Cheque Collection
Table

Queue
starts
here*



Hall to be closed on 24 Apr

- The School Hall will be closed for cleaning and arrangements of chairs/tables on 24 Apr, Wednesday.
- It will be out of bounds to students on 24 Apr from 12 pm onwards.



Timetable for Founder's Day

PERIOD/TIM	Class: 1-1	Class: 1-2	Class: 1-3	Class: 1-4	Class: 1-5	Class: 1-6	Class: 2-1	Class 2-2	Class 2-3	Class 2-4	Class: 2-5	Class: 3-1	Class: 3-2	Class: 3-3	Class 3-4	Class: 3-5	Class: 4-1	Class 4-2	Class: 4-3	Class: 4-4	Class: 4-5
	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu	Thu
1 07:50-08:20	FCE ELISE, NADHIRAH	ELG KATHRYN, SHARMILEE	MA TAN_XY	EL NAOMI, RT_KEITH, SUMIATE, SYIKIN	GE THAM_JY	EL NAOMI, RT_KEITH, SUMIATE, SYIKIN	MTL AZRA, LIM_DH, LIN_YH, SITL_D, MARDIA, YEONG_SM, YEW_GM	MTL	MTL	MTL	MTL	PE KHAU_LS	PHY, SCP LIM_ZX, TANG_KB	EG, EH CRYST, NABILAH	SCC (L) JERRY, NG_SH, SHARLENE	PE IRWAN, LIM_CH, DONALD	AM, GY, LIT ATIKAH, DIANA, KEITH LEE, PRIYA, RAINE	AM, GY, LIT	SCB, SCP DENNIS, LEE_WM, MEERA	SCB, SCP	EL ALVIN
2 08:20-08:50	FCE ELISE, NADHIRAH	ELG KATHRYN, SHARMILEE	MA TAN_XY	EL NAOMI, RT_KEITH, SUMIATE, SYIKIN	GE THAM_JY	EL NAOMI, RT_KEITH, SUMIATE, SYIKIN	MTL AZRA, LIM_DH, LIN_YH, SITL_D, MARDIA, YEONG_SM, YEW_GM	MTL	MTL	MTL	MTL	PE KHAU_LS	PHY, SCP LIM_ZX, TANG_KB	EG, EH CRYST, NABILAH	SCC (L) JERRY, NG_SH, SHARLENE	PE IRWAN, LIM_CH, DONALD	AM, GY, LIT ATIKAH, DIANA, KEITH LEE, PRIYA, RAINE	AM, GY, LIT	SCB, SCP DENNIS, LEE_WM, MEERA	SCB, SCP	EL ALVIN
3 08:50-09:20	FCE ELISE, NADHIRAH	BREAK	MA TAN_XY	EL NAOMI, RT_KEITH, SUMIATE, SYIKIN	PE IRWAN, DONALD	EL NAOMI, RT_KEITH, SUMIATE, SYIKIN	ELG CAOYU, PRIYA	BREAK	HY FONGWY	ART MARTENS	SS DENISE	EG, EH CRYST, TANG_SY	BREAK	PE GARY, KHAU_LS	EM CHONGCH, HASANUL, KEITH LEE	BREAK	BREAK	EL KATHRYN	MTL AZRA, LIN_YH, SITL_D, YEONG_SM	MTL	PE DESMOND
4 09:20-09:50	FCE ELISE, NADHIRAH FOOD LAB 1, FOOD	EL JAMMIE	BREAK	BREAK	PE IRWAN, DONALD	CPA CHAN_KK, LIM_CH	ELG CAOYU, PRIYA	MA VALERIE	HY FONGWY	ART MARTENS	BREAK	EG, EH CRYST, TANG_SY	EL ALVIN	PE GARY, KHAU_LS	EM CHONGCH, HASANUL, KEITH LEE	EM LOH_CS, NOR	CL, ML FASHAH, NG_LL, YEW_GM	BREAK	MTL AZRA, LIN_YH, SITL_D, YEONG_SM	MTL	PE DESMOND
5 09:50-10:20	BREAK	EL JAMMIE	MU TONG_YE	LSS SEET_YC	BREAK	CPA CHAN_KK, LIM_CH	GE RAINE	MA VALERIE	BREAK	BREAK	EL SHARMILEE, SIE_HW, TUT_D2	BREAK	EL ALVIN	BREAK	BREAK	D&T, EBS SUMIATE, TAUFEEQ	MTL DIANA, FASHAH, LIM_DH, LIN_YH	MTL	BREAK	BREAK	BREAK
6 10:20-10:50	MA TAN_XY	CSI JACOB, MEERA	MU TONG_YE	LSS SEET_YC	ART ONG_HL	BREAK	BREAK	EL CAOYU	LSS (L) JERRY, KARTHI, NG_SH	LSS (L) JERRY, KARTHI, NG_SH	EL SHARMILEE, SIE_HW	C&T/BIO CAMILLE, ELISE, FERNANDEZ, JOSHUA, MARTENS, SHEREEN	C&T/BIO	SS NABILAH	SS DENISE, TANG_SY	D&T, EBS SUMIATE, TAUFEEQ	MTL DIANA, FASHAH, LIM_DH, LIN_YH, YEW_GM	MTL	EG, EH FONGWY, THAMJY	EG, EH CRYST, FELINE	SCI(T) LEE_WM
7 10:50-11:20	MA TAN_XY	CSI JACOB, MEERA	LSS HASANUL	MA RAECHEL	ART ONG_HL	MA RT_KEITH, THOMSON	LSS DENNIS	EL CAOYU	LSS (L) JERRY, KARTHI, NG_SH	LSS (L) JERRY, KARTHI, NG_SH	CPA NOR	C&T/BIO CAMILLE, ELISE, FERNANDEZ, JOSHUA, MARTENS, SHEREEN	C&T/BIO	SS NABILAH	SS DENISE, TANG_SY	D&T, EBS SUMIATE, TAUFEEQ	PE IRWAN, DONALD	PE KHAU_LS	EG, EH FONGWY, THAMJY	EG, EH CRYST, FELINE	SCI(T) LEE_WM
8 11:20-11:50	LSS (L) JOSHUA, KEITH LEE, TAN_XY	MA NG_LL	LSS HASANUL	MA RAECHEL	LSS (L) JOSHUA, KEITH LEE, TAN_XY	MA RT_KEITH, THOMSON	LSS DENNIS	LSS (L) LIM_ZX	LSS (L) JERRY, KARTHI, NG_SH	LSS (L) JERRY, KARTHI, NG_SH	CPA NOR	EM THAM_JY	EL ALVIN	EL FELINE, MEERA, RAINE	SS DENISE, TANG_SY	EL FELINE, MEERA, RAINE	PE IRWAN, DONALD	PE KHAU_LS	C&T CAMILLE, CHANKK, MARTENS, NADHIRAH	C&T	MTL FASHAH, FAJT2
9 11:50-12:20	LSS (L) JOSHUA, KEITH LEE, TAN_XY	MA NG_LL	GE IRWAN, NAOMI	PE GARY	LSS (L) JOSHUA, KEITH LEE, TAN_XY	MA RT_KEITH, THOMSON	ART ONG_HL	LSS (L) LIM_ZX	ELG CAOYU, PRIYA	PE DESMOND	D&T FOO_KJ, SHEREEN	EM THAM_JY	SS TANG_SY	EL FELINE, MEERA, RAINE	EG, EH FONGWY, RAECHEL	EL FELINE, MEERA, RAINE	EM CHONGCH, DIANA, VALERIE	EM	C&T CAMILLE, CHANKK, MARTENS, NADHIRAH	C&T	MTL FASHAH, FAJT2
10 12:20-12:40	LSS (L) JOSHUA, KEITH LEE, TAN_XY	MA NG_LL	GE IRWAN, NAOMI	PE GARY	LSS (L) JOSHUA, KEITH LEE, TAN_XY	SS DENISE	ART ONG_HL	LSS (L) LIM_ZX	ELG CAOYU, PRIYA	PE DESMOND	D&T FOO_KJ, SHEREEN	CL, ML SITL_D, WENDY, YEONG_SM	SS TANG_SY	MTL FASHAH, MTFAJT2, MARDIA, THOMSON, WANGPING	MTL	EL RAINE	EM CHONGCH, DIANA, VALERIE	EM	C&T CAMILLE, CHAN_KK, MARTENS, NADHIRAH	C&T	EM NOR

- Lesson as per normal from 7.50am to ~~12.50pm~~ **12.40pm**
- A lunch break (**highlighted in green**) will be included in all classes' timetable

Time	Programme
12.30pm	<p>All student prize recipients (except Catholic students) are to proceed to the IT Resource Room 2</p> <p>All Catholic students are to proceed to the School Hall.</p> <p>All Students councillors on duty to proceed to the Students' council room.</p>
12.40pm	<p>All students to make their way to the School Hall</p> <p>* Students to place their <u>bags in their classrooms</u> before making their way to the School Hall</p> <p>*All FTs (except duty personnel and award recipients) are to be seated with their classes</p>
1.00pm	Catholic Mass in the School Hall
1.15pm	Registration for parents and guests in the canteen
1.30pm	<p>All Catholic students are to be shifted to the back seats in the School Hall</p> <p>Catholic students who are prize recipients are to proceed to the IT Resource Room 2</p>
1.45pm	All student prize winners and staff awardees are to be seated at the allocated seats
1.45pm	All parents to be ushered and seated in the School Hall
1.45pm	All students and staff are to be seated in the School Hall

Time	Programme
2.00pm	Arrival of Guest of Honour
2.05 pm	Welcome and Prayers by Principal, Mr Benjamin Kwok
2.15 pm	Address by Guest of Honour
2.25 pm	Presentation of Students Academic Excellence Awards for 2018
2.45 pm	Presentation of CCA Awards (CCA reps*)
2.55 pm	Presentation of Staff Awards
3.05 pm	Citation for Recipient of Brother Emmanuel Leadership Award Presentation of Brother Emmanuel Leadership Award
3.10 pm	Citation for Recipient of Brother Vincent Award of Excellence Presentation of Brother Vincent Award of Excellence
3.15 pm	Valedictorian Speech by Brother Vincent Award Recipient
3.20 pm	School Song
3.25 pm	Reception for guests, parents and awardees