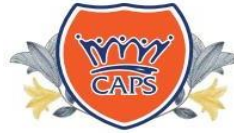


Assembly Plan for Term 3



CROWN AMERICAN PRIVATE SCHOOL
مدرسة كراون الأمريكية الخاصة

Accredited **cognia**
NCA CASI / NWAC / SACS CASI

Staff Circular: 2023-2024/020

Date: 13 April 2024

Point of Contact: Ms. Fizza, Event Coordinator

Dear Staff Members,

This document will help you understand the assembly plan for all sections for the weeks in term 3.

TYPES OF ASSEMBLIES		
	In-Class Assembly	Outside Assembly
Conducted by	Homeroom teachers	Assembly In charge & Assembly Committee
Prepared by	Assembly Incharge	Assembly Incharge
Form for 'Topic of the Day/Week'	PowerPoint (PPT) Pre-recorded video	Role-Play Discussions
Duration	15-20 mins	15mins (regular) 30mins (special)

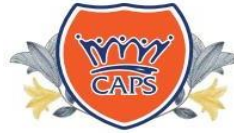
STRUCTURE OF ASSEMBLIES		
	In-Class Assembly	Outside Assembly
Homeroom teachers to bring students to the assembly area	-	7:35 to 7:40
Start of Assembly	7:40	7:40
National Anthem	7:40	7:40
Quran / Hadeeth	7:42	7:42
Topic	7:43 to 7:50 (PPT / Topic of the Day)	7:43 to 7:50 (Topic of the Week)
News / Announcements / Appreciations	-	7:50
Morning Exercise	7:50 to 7:52	7:51 to 7:55
Homeroom teachers mark students' attendance	7:52 to 7:55	During the exercise session above, homeroom teachers mark attendance on Edupage application.
Homeroom teachers to take students back to their class	-	7:55

SCHEDULE OF OUTSIDE ASSEMBLIES				
	G1 to G4	G5 to G8 boys	G9 to G12 boys	G5 to G12 girls
Monday	-	-	-	-
Tuesday	-	Outside Assembly	-	-
Wednesday	-	-	Outside Assembly	-
Thursday	-	-	-	Outside Assembly
Friday	Outside Assembly	-	-	-

THEME OF THE MONTH/ TOPIC OF THE WEEK						
2024	Theme of Month	Topic of Week	Topic of Week	Topic of Week	Topic of Week	Topic of Week
April	Kindness	W1 – Welcome Back to School	W2 – Earth Day: Planet Vs Plastic	W3 – Health and Safety, Child Protection, Anti-Bullying, Behavior.	X	X
May	Sustainability	W4 – First 6 Sustainability goals in relation to UAE	W5 – Next 6 Sustainability goals in relation to UAE	W6 – Science Week Assemblies by the Science Department	W7 – Last 5 Sustainability goals in relation to UAE	X
June	Reflections	W8 – World Environment Day: accelerating land restoration, drought resilience & desertification progress	W9 – Reflections of 2024: by all teachers led by homeroom teachers	W10 – Exam Instructions	W11 – Exam Instructions	X



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ASSEMBLY INCHARGE TEACHER					
April 2024	PPT	G1 – G4	G5 – 8 boys	G5 – 12 G	G9 – 12 B
T3 W1	Fizza	No Outside Assembly	No Outside Assembly	No Outside Assembly	No Outside Assembly
T3 W2	Faiza A. & Abdelatif	G1 A – Ms. Krissia	G5 B – Ms. Faiza	G5 G – Ms. Manal Art	G9 B – Mr. Abdelatif
T3 W3	Amira, Heba SW, & Karim	G1 B – Ms. Amina	G6 B – Mr. Osman	G6 G – Ms. Bayan	G10 B – Mr. Hefny
May 2024	PPT	G1 – G4	G5 – 8 boys	G5 – 12 G	G9 – 12 B
T3 W4	Lilian	G1 C – Ms. Nargis	G7 B – Ms. Lilian	G7 G – Ms. Rasha M	G11 B – Mr. Attia
T3 W5	Jumah	G2 A – Ms. Imandeep	G8 B – Mr. Jumah	G8 G – Ms. Hend	G12 B – Mr. Loutfi
T3 W6	Dalia (TL Sci)	G2 B – Ms. Shabnum	G5 B – Mr. Abhinav	G9 G – Ms. Maham	G9 B – Mr. Abdelatif
T3 W7	Anabelle	G3 A – Ms. Anabelle	G6 B – Mr. Osman	G10 G – Ms. Lina	G10 B – Mr. Hefny
June 2024	PPT	G1 – G4	G5 – 8 boys	G5 – 12 G	G9 – 12 B
T3 W8	Kristine	G3 B – Ms. Kristine	G7 B – Ms. Lilian	G11 G – Ms. Safia	G11 B – Mr. Attia
T3 W9	All respective Homeroom Teachers, Mr. Shaher & Mr. Abhinav	G4 A – Ms. Najma (Fri) G4 B – Ms. Anaum (Tue)	Outside assembly on Wednesday instead of Tuesday only for this week	G12 G – Ms. Alaa Y	G12 B – Mr. Loutfi (combine outside assembly for 5-12 B this week)
T3 W10	Hiral	No Outside Assembly	No Outside Assembly	No Outside Assembly	No Outside Assembly
T3 W11	Hiral	No Outside Assembly	No Outside Assembly	No Outside Assembly	No Outside Assembly

ASSEMBLY COMMITTEE				
Term 3	G1 – G4	G5B – G8B	G5G – 12 G	G9B – 12 B
Coordinator	Ms. Heba PE	Mr. Karim & Ms. Heba PE	Ms. Riham & Ms. Heba PE	Mr. Basem & Ms. Heba PE
National Anthem <i>Outside assembly</i>	Ms. Manal Mus	Ms. Manal Mus	Ms. Manal Mus	Ms. Manal Mus
Quran & Hadeeth	Ms. Nashwa A	Islamic Teacher	Ms. Safiya	Islamic Teacher
Technical Support & Arrangements <i>Outside assembly</i>	Ms. Ambili, Mr. Raza	Ms. Ambili, Mr. Raza	Ms. Ambili, Mr. Raza	Ms. Ambili, Mr. Raza
Exercise & Discipline	Ms. Heba, PE	Mr. Karim	Ms. Hend	Mr. Karim
Photo & Video	Mr. Abhinav and Mr. Shaher	Mr. Abhinav and Mr. Shaher	Ms. Heba PE	Mr. Abhinav and Mr. Shaher
Students Inspection <i>(Uniforms, Lateness, Nails, Accessories, etc)</i>	Ms. Heba, PE Ms. Heba, SW Ms. Rozina, TA Homeroom teachers	Mr. Basem Mr. Karim Homeroom teachers	Ms. Riham Ms. Saba Ms. Dalia Homeroom teachers	Mr. Basem Mr. Karim Mr. Ahmed Loutfi Homeroom teachers
News, Announcement, Appreciation	Ms. Fizza	Ms. Fizza	Ms. Fizza	Ms. Fizza

Kind regards,
Mr. Imran Shaikh
Vice-Principal

