

## Role of Principal in School Assembly and Events

### Objective:

To define the responsibilities and conduct of the Principal during school assemblies and events to ensure smooth execution and alignment with the school's vision and values.

### School Assembly

#### → Supervision and Planning

- Oversee the schedule and format of the assembly in collaboration with staff.
- Approve weekly themes, student participation, and guest invitations (if any).

#### → Presence and Punctuality

- Be present at every school assembly.
- Arrive at the assembly venue before it begins to ensure everything is in place.

#### → Addressing the Assembly

- Deliver a brief motivational message or important announcements.
- Acknowledge student achievements and encourage discipline, values, and academic excellence.

#### → Monitoring and Feedback

- Observe students' conduct and presentation skills.
- Provide feedback to teachers or student leaders to improve future assemblies.

### School Events (Annual Day, Sports Day, Celebrations, etc.)

#### → Planning and Coordination

- Provide strategic direction and approve event plans, dates, and budgets.
- Coordinate with event in-charges and delegate responsibilities clearly.

#### → Communication

- Serve as the face of the school for formal communications during events.
- Welcome guests and dignitaries; deliver the welcome or keynote address as required.

#### → Oversight and Safety

- Ensure that safety protocols and emergency measures are in place.
- Monitor overall discipline and ensure smooth conduct of the event.

#### → Evaluation

- Conduct post-event review meetings to assess strengths and areas of improvement.
- Recognize efforts of staff and students through formal appreciation.

### Note:

The Principal must lead by example, maintaining a calm, respectful, and inspiring presence at all school gatherings