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Morning Briefing

Purpose:

To instil good practices and cultivate good organizational culture in Punctuality, Discipline and Good Health in our system for **all VTAR students and staff**.

Schedule:

For all JPK (Beauty, Electronics and Electrical) Program Staff and students

Monday to Friday (Normal Working Day)

Time		Remark
9:00am	Assembly (annunciator alert)	
9:05am	Morning Exercise (Music)	
9:15am	Morning Exercise	
9:20 am	Late	Follow up action
9:30am	Class Start	

Exception.

Monday (Normal working Day)

9:00am	Assembly (annunciator alert)	
9:05am	National Anthem	All staff and students need to stand up and Sing National Anthem
9:15am	Morning Exercise	
9:20 am	Late	Follow up action
9:30am	Class Start	

Monitoring and Reporting:

PPD will be responsible for the monitoring and follow up action (punishment) and accountable.

In the event that PPD is absent, the PPB will take the role of PPD.

The PPB is responsible for the smooth running of the **Morning Briefing Session**
