1. Mark the roll and record any students who are late or away.

2. Are there any notices for Ms Lloyd or Mrs Mensforth?

3. Are there any notices for the office?

4. Are there any lunch orders?

5. Send office monitors with the office box to the office.

6. Say the days of the week.

7. Go through the months of the year.

8. Change our days, months and date poster.

9. Lead the class in a morning prayer.