

Assembly Guidelines

Rationale:

- School assemblies are formal occasions and are held to bring together year groups to share information, provide a face-to-face venue for important announcements, communicate social, moral, spiritual and cultural concepts and foster a sense of community within the school.

General information:

- Assemblies are held in the Lecture Theatre or the gym and run from 2.00pm-2.20pm.
- Assemblies should have a clear theme. These are provided for the year but can be changed to tie in with national and world events and school news.
- On certain occasions this time may be extended and advance notice of this will be provided to affected staff.
- Assemblies are taken by the Head of Year or a member of the SLT. Visiting speakers such as the police are incorporated into the assembly programme throughout the year.

Assembly guidelines:

There are clear behavioural expectations around assemblies and these procedures need to be followed to ensure consistency of approach and an environment where positive behaviour can be expected.

It is essential that ALL staff have high expectations for assemblies and model the behaviour that is expected by students.

Head of Year/SLT:

- Must arrive at the assembly venue by 1.55pm.
- Should position themselves by the door of the assembly venue ready to receive students. The Head of Year should stay in the assembly venue.
- Should not wear coats in the assembly venue.
- Should follow the agreed themes or use an alternative for each assembly (use of assemblies to comment on student behaviour is not appropriate).
- Notices should be read out at the end of the assembly.

Tutors:

- Must arrive at the assembly venue by 1.55pm.
- Should check all uniform upon entry to the assembly venue (Blazers on, ties down up and shirts tucked in).
- Should lead their group into the assembly venue, in alphabetical order, when asked to do so by the Head of Year.
- Must take their register using laptop or paper within the first 5 minutes.
- Should not wear coats in the assembly venue.
- Should reward positive behaviour in assembly and sanction any inappropriate behaviour in consultation with the Head of Year or SLT.

Students must:

- Line up with their tutor group, in alphabetical order, outside the assembly venue at 1.55pm.
- Ensure that their uniform is immaculate before they enter the assembly venue.
- Ensure that their top coat is removed and carried or put in their bag before entering the assembly venue
- Ensure that all food and drink is away in bags.
- Ensure that mobile telephones/electronic devices are switched off.
- Enter the assembly venue in silence and sit where directed by any member of staff.
- Remain in silence during the assembly and keep their eyes on the speaker.
- Answer any questions by the speaker when asked to do so or contribute as directed by a member of staff.
- Leave the assembly venue in an orderly manner as directed by a member of staff.