



THE PARK COMMUNITY SCHOOL

Assemblies Policy

Policy Update

Policy Lead Person: Senior Assistant Headteacher

Approved By: Local Governing Board

Next Review Date Due: 07/22

- Staff *must* sign
- Staff *should* sign
- Governors *should* sign
- Publicly Available

Purpose

- To help create and embed the core values of the school.
- To set the tone and make clear the standards which the school expects of its students.
- To encourage a feeling of School, House and Year identity and unity.
- To promote ideas and encourage reflections on emotions, values and feelings.
- To provide a collective act of worship.
- To encourage willingness to participate in events both in and outside of school.
- To congratulate and celebrate with those who have achieved success.

Practice

Assemblies

See attached sheet: 'Assembly / Tutorial Pattern' for the assembly programme

Students will arrive at the appropriate venue for their assembly at 8.50am. They will be met by a nominated member of staff (Head of House, Deputy Head of House, Senior Leadership Team) and reminded to remove coats, jewellery and gum, and to fall silent as they enter the room.

Overall behaviour in the assembly will be supervised by the attached Deputy Head of House in both House, Head of House or Progress Leader. The messages/notices for the day will be read out at this time to ensure all in attendance are fully informed of the day's events.

Students will sit in their tutor groups. The tutor, will take up a position from which he/she can monitor and control his/her students' behaviour.

Students wait quietly until the beginning of the assembly is announced.

Responsibilities

Tutors

- Inform students of the standards and routines expected in assembly.
- During the assembly, take the AM Register and actively and unobtrusively supervise the students.
- Help to supervise an orderly and quiet dismissal.
- If the assembly should over-run, tutors who are teaching students other than those in the assembly, should leave to go to their lesson.

Students

- Walk quietly and in an orderly manner to the Assembly venue.
- Remove coats and fall silent on entry into the room.
- Sit quietly and attentively.
- Only leave when told and in an orderly manner.

Heads of House/Deputy Heads of House/Progress Leader

- Ensure all tutors are aware of, and help to carry out the procedures for, assembly.
- Guide and supervise students to their appropriate places.
- Brief new staff on assembly procedures.

Member of staff responsible for taking the assembly

- Provide and introduce an appropriate idea for the assembly, having consulted the relevant personnel.
- The selection of what is presented in an assembly and the manner in which it is delivered are important factors in the development of the school.
- Assemblies may consist of the following:
 - Readings from a broad range of sources that provoke thought and ideas.
 - Themes based around core values of the school.
 - Staff may use their own material.
 - Staff or visitors may be invited to speak on a number of subjects.
 - Audio - visual materials may be used to stimulate interest.

Senior Assistant Headteacher Responsible for:-

- General supervision of students entering Assemblies.
- Drawing up rota for Year assemblies and provide core values/themes.
- Encouraging staff to become involved in 'hosting' assemblies, along with their students.
- Disciplining students referred for misbehaviour.
- Reviewing Year assemblies.

Headteacher / Deputy Headteacher

- Review and evaluate the content and standards of assemblies.

Forms and record keeping

- Members of staff who deliver assemblies should keep detailed records of the assemblies delivered to their respective groups.

TYPICAL ASSEMBLY/TUTORIAL PATTERN

	Year 7	Year 8	Year 9	Year 10	Year 11
MON	Tutorial Notices/ Contact Book/ Core Values	Tutorial Notices/ Contact Book/ Core Values	Tutorial Notices/ Contact Book/ Core Values	Tutorial Notices/ Contact Book/ Core Values	Tutorial Notices/ Contact Book/ Core Values
TUE	Chichester Assembly Drake Assembly Raleigh Assembly				
WED	Fortescue Assembly Kingsley Assembly				
THUR	Assembly (Gym)	Assembly (Canteen)	Tutorial Notices/ Contact Book/ Core Values	Assembly (School Hall)	Tutorial Notices/ Contact Book/ Core Values
FRI	Tutorial Notices/ Contact Book/ Core Values	Tutorial Notices/ Contact Book/ Core Values	Assembly (Canteen)	Tutorial Notices/ Contact Book/ Core Values	Assembly (School Hall)

Core Values

These are our school core values. They have been written by students, staff and our community.

Our values represent us all.

They act as a reminder and guide of how every member of our school will conduct themselves.

Community
Honesty
Respect
Resilience
Acceptance
Trust
Responsibility
Aspiration