**NAME OF POLICY** | **ASSEMBLY POLICY**
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**RATIONALE** | This policy outlines the timing and structure of our schools assembly process. Information is provided for staff to follow in accordance with student and staff expectations before and during assembly.
**PUBLICATION DATE** | NOVEMBER 2013
**REVIEW DATE** | NOVEMBER 2015
**RELATED POLICY** | N/A
ASSEMBLY POLICY

1. Starting time is 9.05am on Fridays of weeks 3, 6, 9.
   In case of special presentations, starting times may need to be
   re-negotiated. School community will be informed of this change in time.

2. Classes must be seated in Rotherham Hall by 9.00am. Canteen lunch
   boxes are to be sent to the canteen prior to attending assembly.

3. The host class is expected to present a quality act, item or theme
   according to the ability of the children in their class.

4. Three classes will present during assembly. These classes have been
   identified and have been placed in a roster.

5. Staff has been placed on a rostered basis to observe for listening bear
   winners. Listening bears are awarded to classes who demonstrate
   exceptional audience skills.

6. The Principal, Senior Leaders and School Counsellor will all be invited to
   speak.

7. Student Voice Awards will be read out by members of the Student Voice.

8. All items presented at assembly should be well rehearsed and checked for
   suitability by the class teacher. This includes any accompanying music (e.g.
   dance music, song etc). This music will need to be given to a member of
   leadership who will ensure this item is played through the sound system.

9. All classes are rostered to present items throughout the year.

10. It is the responsibility of the host class to set up staging blocks, parent
    seating (minimum of 30 chairs), staff seating and marker discs on the floor.
    Leadership will assist you with the microphone set up and any other
    organisational matters.

11. The assembly folder contains proformas for collecting assembly items
    from classes, a copy of the roster and a copy of the assembly process.
    This folder is to be returned to the organising staff member after
    assembly.

12. Teachers are responsible for closely supervising their classes during
    assembly. Staff need to ensure that students have practiced appropriate
    audience behaviour, e.g. children are encouraged to show appreciation of
    a good performance by clapping.

13. Classes will be reminded to stand silently for the National Anthem. Failure
    to do this will see the students sit down and practice again until they
    achieve it successfully.