



Government of South Australia
Department for Education and
Child Development



NAME OF POLICY	ASSEMBLY POLICY
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 (eg 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, eg- 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.