LONG STREET PRIMARY SCHOOL

Assembly Process

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.