



Fazakerley High School



Assembly Policy

March 2011

Reviewed September 2016 - no changes

Introduction:

Assemblies are an important part of 'core school life' at Fazakerley High School. They provide pupils with the opportunity to learn about new local, national and global topics. During assemblies, staff endeavour to instil values into our pupils which will assist them in becoming valuable members of society.

Staff present:

The Headteacher attends intermittently as and when possible.

The assembly co-ordinator attends intermittently as and when possible.

Heads of KS3 and KS4 attend unless they have other appointments or are out of school.

Form tutors attend.

Student support workers attend.

Role of staff:

The Headteacher and assembly co-ordinator attend to oversee general procedures.

Heads of KS3 and KS4 attend to ensure appropriate behaviour from pupils, correct uniform is worn and to provide year groups with messages.

Form tutors attend to supervise their forms.

Student support workers attend to record latecomers, uniform offenders and ensure that they are detained at a suitable time and place.

Timings:

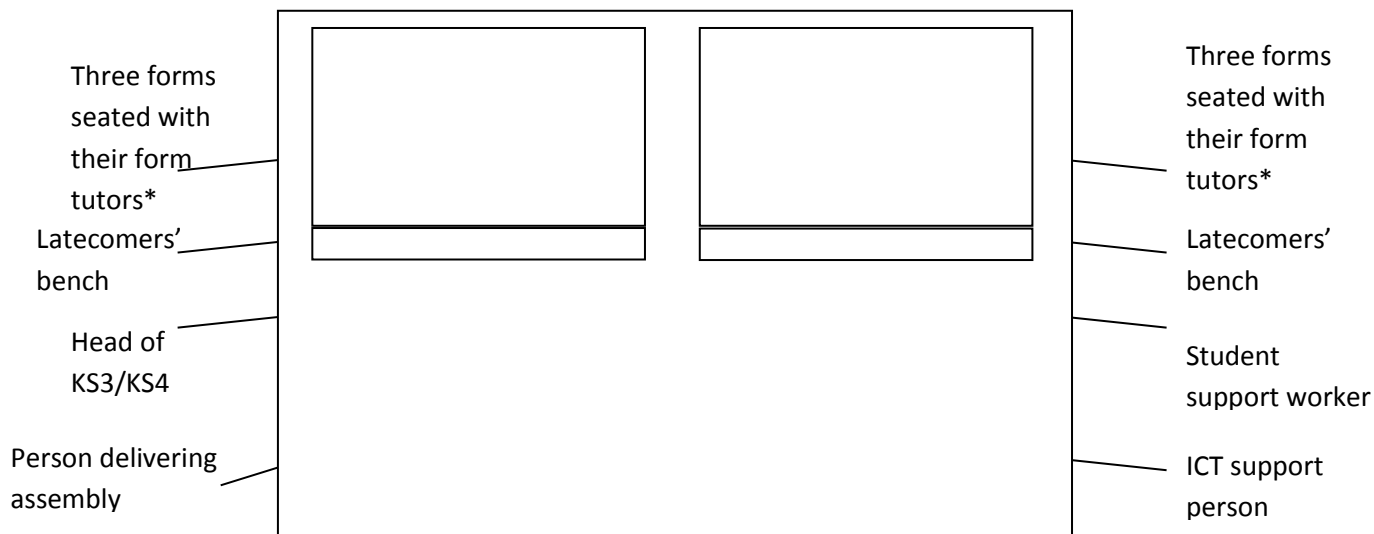
The person delivering the assembly is set up and ready to start the assembly at 08:40 prompt.

Form tutors are present from 08:35 taking registers and ensuring pupils are correctly dressed and seated.

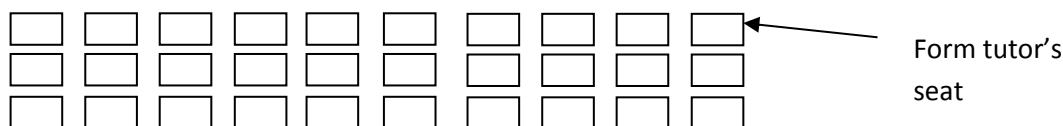
Assemblies finish at 08:55, pupils are only dismissed once the bell for first lesson has rung.

Seating/Standing positions:

The layout below is observed by staff and pupils.



* Form tutors take the aisle seat in line with the back row of their form. See below for further clarification:



Pupils' appearance and behaviour:

If a pupil enters the assembly late (i.e. after the assembly has started), then they should be ushered to sit on the benches at the front of the hall by the student support worker. The student support worker should record the latecomers' names and issue detentions accordingly.

Pupils should be wearing full school uniform during assemblies. Outdoor coats must not be worn. If any item of a pupil's uniform is missing then they should be moved to the bench where the latecomers sit and be given a detention. It is the role of every member of staff present to check uniform and move pupils. It is the role of the student support worker to issue the detentions.

It is forbidden for pupils to eat or drink during assemblies. Any pupil breaking this rule should also be given a detention by the student support worker.

Pupils should not slouch or lean forward in their seats. They should position themselves so that they are sitting upright and so that their backs are against the backs of the seats.

Pupils should not communicate with each other during assemblies and should only communicate with staff if asked/encouraged to do so.

Themes:

The themes of assemblies change every week. Themes include religious and cultural events, feats of engineering, as well as general life skills and events in the British or global calendar.

If any person wishes to suggest a theme for assembly or would like to present an assembly themselves, then they can arrange to do so by contacting the assembly co-ordinator.

Quality of assemblies:

It has been proven that an assembly which is well researched and presented with the assistance of a visual aid (such as a PowerPoint presentation) has a much deeper impact on pupils and will hold their attention longer. Staff spend a considerable amount of time preparing assemblies, particularly when the theme is unfamiliar to them and a PowerPoint helps with the fluidity of delivery.

School prayer:

The school prayer is read aloud to pupils as and when staff delivering assemblies feel it is appropriate. Pupils hear the school prayer approximately twice per half term on average.

The school prayer can be found in the 'Assembly' folder in the 'Staff Resources' area of the network.

The Headteacher has a laminated copy of the school prayer.

ICT support:

Staff who deliver assemblies may require ICT support if using a PowerPoint. Support workers, classroom assistants and technicians assist, offering ICT support when and where necessary. This is done on a rota basis, with one member of staff assisting for a week.

It is the responsibility of the support staff to enquire as to whether the staff delivering assemblies during the week they are responsible for require support.

If ICT support is required then instructions, the keys and the remote control are found in the top drawer of Wendy's desk, close to the window.

Facilities are set up by 08:35.

If there are any ICT issues that the support staff cannot solve, the network manager should be contacted.

Dismissal:

Pupils are dismissed by the KS3 or KS4 co-ordinators, or alternatively, in their absence by form tutors. The year group leave row by row, not form by form. All other pupils remain seated until they are told to stand.