

1.15 ASSEMBLY PROCEDURES

PARNELL DISTRICT SCHOOL



Purpose

- * To promote school wide unity/sense of belonging
- * To celebrate achievements,(e.g. certificates) school values, to share information
- * To provide performance opportunities for students and audience training (i.e. the appropriate way to behave in a more formal setting)

Guidelines

Assemblies are held once a fortnight on Monday afternoons approximately 2p.m. Each class takes a turn to host the assembly during the year

Teachers are responsible to see that their class enters and leaves appropriately and that during assembly all children are well behaved.

At each assembly class certificates are given out, approximately two per class, for academic achievement, attitude and effort etc.

Setting up and readiness for Assembly

Classes take turns to host assembly. Before assembly staff will be invited to contribute messages or to speak to the assembly. The host class teacher will draw up the programme.

AV monitors will set up the digital projector and sound system

If teachers wish to meet with a group of students after assembly they must do so outside the Hall.

Entry and Exit

The pupils are expected to enter the Hall in an orderly manner in silence, they are expected to sit in the designated areas on the floor quietly or join in singing if this has commenced, waiting for the assembly to commence. The class teacher is responsible for the way that their class enters the Hall.

The Principal or DP will supervise the entry of pupils into the Hall then hand over to the teacher in charge of the assembly. A senior staff member will supervise the exit from the Hall. During the assembly certificate winners will be kept up the front of the hall and dismissed by the Principal or DP at an appropriate time.

Pupils will leave the Hall in an orderly manner under the supervision of their teacher,

Certificate readiness

If you wish certificates typed please enter names in the book which is kept in the staffroom before Wednesday 3pm during assembly weeks. These will be completed and will be available early on Friday mornings.

Uniform at Assembly

Pupils are expected to wear correct uniform to assembly. Teachers should check that their class is wearing correct uniform before coming to assembly. Refer website for correct uniform details.

Special Assemblies

There are also at times performances by visiting groups.

Special Assemblies are

- sometimes presented by visiting performance groups. These assemblies give the pupils the opportunity to see a wide range of quality, professional performers or to emphasis safety messages e.g. road and cyber-safety.
- To celebrate special occasions

Again entry/exit in the hall on these occasions should be quiet and orderly. Visitors should be treated with courtesy by all students.

Litter Assemblies or Emergency Assemblies

At times a Litter Assembly will be called if the amount of litter in the playground is excessive. If a Litter assembly is called, the pupils are expected to collect litter on their way to the assembly in the hall. Each class has a designated area they are responsible for cleaning. This may be in pupil lunchtimes and may only require the supervision of management staff. At times a Litter Assembly may be called to address an urgent litter issue or if an important notice needs to be given to the whole school.