

CARDINAL NEWMAN CATHOLIC SCHOOL ASSEMBLIES POLICY

ORGANISATION

1. Year Heads are responsible for organising the assembly rota.
2. Year Heads are responsible for ensuring that the assembly room is set out appropriately before and after the assembly.
3. Students should be seated in the assembly location in a manner that enables the assembly to start promptly at 8.40 a.m. and the registration procedure to be completed quickly.
4. Students should be dismissed form by form and the rest of the year should remain seated quietly.

MAIN ASSEMBLY CONTENT

1. Assemblies should be regarded as an act of collective worship and the content of any assembly should reflect this.
2. Students should be encouraged to participate as fully as possible in the planning, organisation and delivery of the assembly.
3. Teachers should have a theme with a Christian message running through the assembly and the Year Heads resource file can be used to supplement any material already gathered by the Form Tutor. The theme from Newman News may be useful in planning the assembly.
4. Factual assemblies often work well for the older students where the life or work of someone can be celebrated or students may be given a thought to take away and consider.
5. All assemblies must contain a prayer and this should reflect the assembly theme. Students should be encouraged to take an active role in the preparation and delivery of this.
6. When the assembly contains acting particularly by younger students the meaning is often missed and it is good practice for the message to be explained by the form tutor or Year Head.
7. Short concise assemblies that hold the interest of those who are watching are often the best.
8. Appropriate music should be played before and after the assembly. The students could have a role in selecting and being responsible for this.
9. Outside speakers are often willing to talk in assemblies on all types of issues and suggestions for these can be obtained from the Chaplaincy team, ML, SA, AA and EV (and many other staff).

THE YEAR HEAD'S ROLE WITHIN THE ASSEMBLY

Year Heads should use assembly time to create a positive image of their year group by highlighting good work or performance on a frequent basis. This can be achieved by incorporating some of the good practice outlined below.

1. Ask departments to highlight any exceptional work and award certificates to these students.
2. Award certificates for ACE points to students.
3. Use a method of form competition to encourage good work or behaviour (Form of the half term etc.)
4. Ask students to bring in certificates for outside achievements and present these in assembly.
5. School team captains should be responsible for reporting matches to their year group on a weekly basis.
6. Work with the PE and Music department to reward success or to give performances during the assembly.
7. Encourage the student council to report back regularly to the year group.
8. Termly or yearly awards to students are often greatly appreciated for all kinds of endeavours.

MATTERS OF DISCIPLINE

Assemblies are good times to address year issues of discipline and good order around the school, but care should be taken not to use them as a weekly moaning session. Try to remember the good practice mentioned above.