



REGENT PRIMARY SCHOOL

Assembly Policy

Reviewed by Ms Oleshin: August 2022

Previous Review: August 2020

Approved by the Board:

Introduction

Assembly is an extremely important part of school life. It provides the opportunity for everyone to meet and to share in a corporate experience and to reaffirm their identity as members of a distinct body – The Regent School. It underlines our identity as a school and as a family. It allows us to share, to celebrate, to reflect, to be quiet, to think and to learn about things outside our normal experience. Our assemblies also reflect the achievements and learning of the students. They play an important part in promoting the ethos of the school, which is that all children are valued and all achievements are recognised.

It also provides primary-aged children with regular experience of attending a formal event and of learning how to behave in such situations. This is essential training for adult life.

Everything about each assembly should be ordered, structured and calm. Staff should provide a lead by, for example, not talking amongst themselves as the children enter. Staff can also influence the success of an assembly by lining the children up before they leave class in an order which will avoid unwise combinations – and then making sure the children stick to that order en route to assembly.

Assembly provision is currently as follows:

Tuesday

Upper Primary Assembly, led alternate weeks by the Headmaster/Senior Teacher and the Head of Department. Teachers are also given opportunity to lead these weekly assemblies.

Wednesday

Lower Primary Assembly, led alternate weeks by the Headmaster/Senior Teacher and the Head of Department. Teachers are also given opportunity to lead these weekly assemblies.

Thursday

Early Years Assembly. The Head of Early Years leads these on a rota basis (which she arranges) with EY staff.

Friday

Primary Years Class Assembly. Each class produces one of these assemblies every session and the parents of the students in that class are invited. These occasions allow children to showcase their learning to an audience.

Conduct of Assemblies

We wish our Assemblies to have a recognisably formal structure and to this end the following measures are in place.

- In the classrooms before any gathering, staff remind their children of the school's expectations of their behaviour in assemblies.
- Children are lined up in their classrooms in silence and led to Assembly by their Class Teacher.
- The Class Teacher oversees their sitting down in orderly rows.
- The Class Teacher uses this process to adjust injudicious combinations and or to seat children who may need closer supervision closer to the teachers' seats.
- All teaching staff attend the assemblies for their department, and any other whole-school assemblies.
- Children do not talk as they enter or leave assembly, and staff provide the example by not doing so themselves.
- Appropriate music is played for the arrival and dispersal of the children.
- Assembly begins promptly at 8:05am. Children leave their classrooms by 8:00am at the latest to ensure a prompt start.
- The Assembly, including any announcements that are to be made, should last for no more than nine or ten minutes; fifteen minutes is the absolute maximum.
- Assembly should conclude by 8:30 a.m. At times during the year when there are many House point certificates to award it is recognised that assemblies may over-run.
- The Regent School has no religious affiliation. In keeping with this stance, no prayers are offered in assembly, neither anything said or done which might be construed as prayer. The themes and topics chosen for all assemblies must be non-religious in nature.

Class Assemblies

1. All Class Assemblies begin with the Nigerian national anthem and pledge.
2. Class Assemblies should be appropriate to the age of the children giving the Assembly and must reflect an aspect of the work the class has been doing.
3. Assembly dates are scheduled in a rota for different classes within the school, to provide a variety of topics.
4. Any song lyrics used are carefully vetted to ensure that the language is appropriate.