

Queensmill School

Policy for Assemblies and Collective Worship or Reflection

At Queensmill School we have an assembly in the hall on Monday, Wednesday and Friday. On non assembly days each class has a special time for reflection in their classroom. A staff rota for leading assemblies is drawn up by the Religious Education (RE) Subject Leader. The RE SL notes on the rota on which pages of which textbooks they will find relevant resources. Assembly books are in the relevant resource boxes in the RE resource room. Assembly leaders are asked to save a copy of any relevant flipcharts and presentations on the shared resources on the server. All staff attend assemblies with their children unless they are on a break. The assemblies are:

Primary Department

Monday	-	class based reflection
Tuesday		class based reflection
Wednesday		Key Stage 1 or Key Stage 2 assembly on alternate weeks
Thursday		class based reflection
Friday		Key Stage 1 or Key Stage 2 Celebration Assembly on opposing alternate weeks

Secondary Department

Monday-whole school assembly
Tues-class based reflection
Wednesday-class based reflection
Thursday-class based reflection
Friday-whole school celebration assembly

The purpose of our assemblies is to:

- Help our children to become tolerant of being in larger than class groups
- Continue teaching opportunities in a different yet regular context

- Teach about and celebrate all major world faiths and their festivals
- Motivate children to engage and participate
- Celebrate children's achievements
- Achieve some of the targets set on pupil's IEPs
- Offer opportunities for spiritual, moral, social and cultural development
- Develop a community spirit, a common ethos and shared values

During the course of each assembly there is a quiet moment for reflection, where candles are lit (not in primary) and children are encouraged to think quietly about something in their lives. Our children can sense the awe and wonder of collective quiet reflection.

Monitoring of this policy

It is the responsibility of the members of SMT to monitor the quality of school assemblies.

It would be helpful if all staff read the guidance on how to organise assemblies.

Reviewed: April 2014

Next review date: Autumn 2016

Policy reviewed – Oct 2017

Reviewed by *F. Adu*

Date for next review – October 2018

Guidelines for assemblies:

Times:

Primary:

Class based reflection – time variable according to class schedule

Key stage assemblies – 9.30 – 10.00

Celebration Assembly - Friday 9.30 – 10.00

Secondary Department:

Monday & Friday 2.30-2.45

Tuesday & Thursday as per class schedule

Celebration Assembly – Friday 2.25 – 2.45

Assemblies should where possible:

1. Have music for children to come in by and leave by.
2. Start with “Good Morning Everybody followed by the Hello Everybody song. No song in the secondary department
3. Actively involve pupils.
4. Incorporate music
5. Incorporate drama
6. Use artefacts
7. Enable pupils to learn more about other cultures and their beliefs
8. Include stories
9. Have a period of quiet for reflection, perhaps with a candle being lit, or using the egg timer to show one minute
10. Use signing and symbols to support understanding.

There is an interactive whiteboard in the hall, and its use is encouraged in assemblies.

Resources for assemblies are in RE cupboard opposite the resource room.

Staff come into assembly with their class, and involve themselves in the assembly. They should encourage children to be as quiet as possible and praise them for good sitting, good listening, etc. If a child is distressed by the stimulus of the assembly a member of staff should take them out and back to their class. Staff are encouraged to bring any sensory supports that children may need in order to engage in the assembly, such as cushions, weight blankets or ear defenders. Since children join in with assemblies they should leave their coats outside the hall.