



Assembly Policy

2021-2022



Our Mission at St Paul's

Service to each other: learning to become a self disciplined leader

Teaching that inspires me, that challenges me,
that gives me a lifelong love of learning

Partnership at the heart of our school:
a partnership between school, home and community

Achievement: learn and achieve beyond my expectations within an
internationally enriched curriculum, using world-class technology,
with people who care

Understanding of me as an individual: staff who know me by name
and help make my experience of school rich and happy

Love and respect experienced through our vibrant Catholic Christian
community

Success: academically, spiritually, morally, socially and beyond the
classroom

'Learn to Serve'

***St Paul's is a community of faith echoing St Paul's letter to Timothy where,
as hallmarks of Christian living Paul stresses
"love... service and doing the best that is possible."***



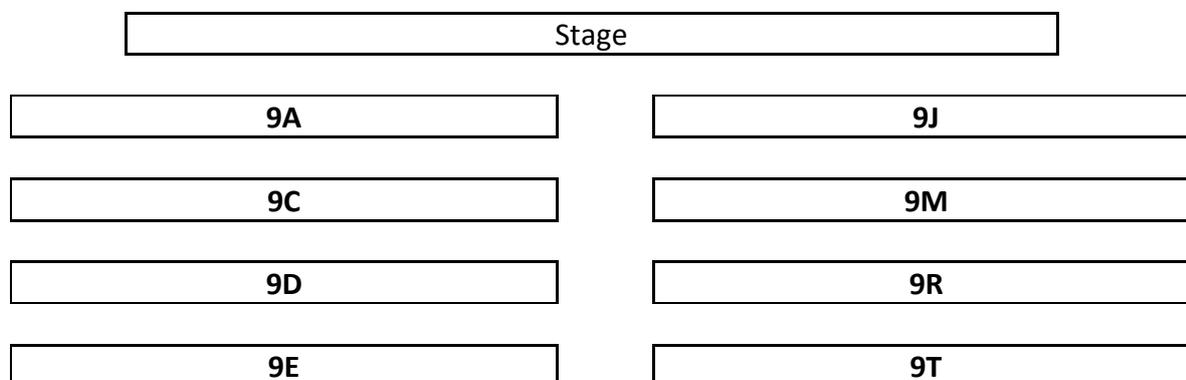
Assembly Policy

Assemblies are vital regular occasions when the school reinforces its sense of being as community centred on Christ. Assemblies should be a community collective act of Worship. The assembly is the key time when the community prays together. The whole assembly should be seen as prayer. It is the tradition of the St Paul's for students to take an active role, in both the preparation and delivery of the assembly. Full participation is the aim, with particular attention taken to positively include students. Assemblies should be seen as opportunities to celebrate mutual cooperation and the success of student's who participate.

Expectations

Students

Students ideally are to sit in alphabetical register order; this will help when the register is taken. Students are to sit according to the seating plan below. Where assemblies are in the gym they must sit in tutor groups on the floor in a way that is appropriate to the space available.



Chairs set out 2 rows by 13 chairs wide, with a discernable gap between each tutor group.

- Registration – 10.15
- Assembly starts at 10.15
- No registration during assembly

Tutors

- Students are not to go to Tutor Base on their Year Group Assembly Day.
- Students are to meet their tutor inside the hall/gym.
- Tutors will collect the clipboard with their 'paper' register from their Head of Year. These registers are given back to the Head of Year at the end of assembly. The Head of Year ensures that these registers get to South Site.
- Students must enter the hall in silence, with bags and coats off and in perfect uniform.
- Staff are there to meet and greet.
- Head of Year is responsible for ensuring students sit in silence and remain in silence.
- Leadership Team members to check uniform at the doors.
- Students who are will be dealt with by the Head of Year at the end of Assembly. Appropriate sanctions will be put in place.
- If a tutor is absent, the cover teacher does the register at the end of assembly, this is to ensure accuracy.
- At the end of assembly, the chairs are put away by 2 tutor groups on a rota.
- Tutors must sit with their tutor groups and registers must be taken during briefing and not during the act of worship. Tutors must be prompt to ensure registration of students. Tutors have a responsibility for the behaviour of their students.
- All tutors must support the HOY in ensuring the chairs are put away safely and efficiently.



Heads of Year

Heads of Year have a responsibility to ensure the general good order of their Year Group. To ensure that Tutors are with their groups. For Year Assemblies they will fulfil the role below.

It is important that we give assemblies a sense of occasion. The quality of the atmosphere is shaped by how this is achieved. A positive tone is to be maintained, inviting students to focus on something (candle, picture, image on screen) to prepare them for worship is a good technique.

It is vital for effective communication that any notices for students be read out **after** the main assembly. These notices must be kept to a minimum, so that they do not over shadow the main assembly and also make the assembly overrun.

At the end of the assembly it is important for the Head of Year to thank in public the group/individual for their efforts in leading the worship.

Leadership Team

The member of the Leadership Team who supports the Year group has the main role of meeting and greeting the students; ensuring that the students are silent and that the uniform is checked.

Description of Provision

Students have one year group assembly per week, the day on which the year group has their assembly can vary from year to year. Staff and students are involved in the preparation and leadership of these. A rota is issued which indicates the theme. Assembly themes are loosely based on the previous Sunday readings from the Bible, and on the letters of St Paul.

Assembly Theme

The starting point for an assembly should be the Scripture readings. The weekly Christian festival, Sunday, is the feast of feasts. Sunday is the weekly Easter, recalling the life, death and resurrection of Jesus. Week by week, season by season, the Church unfolds the mystery of Christ through the scriptures contained in her Lectionary (The Sunday Missal contains all the lectionary readings). Many members of our school community will not normally experience the Christian feast of Sunday, however for those members of our school community who have celebrated the Christian feast of Sunday; our school should be a place where they are able to reflect on the mysteries they have celebrated. The principle is to reflect on the Sunday past, rather than prepare for the Sunday coming. Assembly themes are therefore based upon the Lectionary. The Assembly Planning Sheet will indicate which readings to focus upon.

Alongside this we believe firmly that we should also include the scripture from our school patron Saint St. Paul. Enabling our pupils to understand his teachings in relation to our school mission statement. Therefore, throughout the year our assemblies also include a focus on an epistle of St. Paul in which the scripture message is explored and explained in a tangible way for our pupils to understand and reflect upon.

There will be, from time to time, other special occasions that need to be acknowledged in assembly. On such occasions it may well be appropriate, in consultation with the Chaplain, to select alternative readings to the Lectionary.



Assembly Preparation

Assemblies, as any other part of the curriculum, should be seen as intentional learning experiences, which require careful preparation, professional execution, and detailed evaluation. Tutors should plan the assembly with their tutor group. The aim is that students play a part in planning and delivery of the assembly. The use of the Assembly Planning Sheet will aid the process of effective delivery, as well as resources provided by the school Chaplain. Resources to help with assembly preparation are located in the Staff Room in the cupboard under the Liturgy notice board, as well as on the VLE.

Technical Support for Assemblies

It is envisaged that students will be trained to offer technical support to each assembly. The use of microphones enhances the effective delivery of the assembly and can prepare students for using microphones on other occasions. The handheld microphone will be available for assembly. The screen will be down for each assembly as a standard requirement.

Monitoring Assemblies

This is to be carried out in by the Head of R.E, Heads of Year, and Leadership Team.

Structure of an Assembly

Essentially the structure for an assembly can be based around the Liturgy of the Word. Therefore it can have four parts:

1. Gathering – welcome

This is naming why we have gathered, and what the assembly is about.

2. The Word - readings from Scripture

The readings for any given Sunday will normally consist of an Old Testament Reading (outside of Eastertide), a Psalm, a New Testament Reading and a Gospel Reading. From this collection of readings, an assembly theme could be drawn from a couple or only one text. If appropriate a single line of Scripture could be the basis for the assembly theme. The key point to remember is that whatever is selected must be proclaimed. It must be read with dignity, clearly and confidently.

3. Reflection - responding to the Word of God, intercessions

Students should be allowed time to absorb the scripture message and the key messages of the scripture should be reinforced to the students, to ensure they understand what the Gospel/St Paul is saying to them. Do not be afraid to pause and allow time for this vital part of the assembly.

4. Moving on

Whatever assembly theme is developed, there should be some aspect that enables students and staff to link it to their lives and invites them to respond. This can be quite simple such as asking a question or more elaborate in terms of giving detailed examples. For instances, an assembly based around the reading from Matthew 25:31-46 (The Last Judgement) might elaborate on how pupils could help those in need around them. Assemblies must be meaningful experiences for students. The theme should closely link to the scripture that has been proclaimed. Students must always be allowed a moment's pause and prompted to consider how they will take their learnings from the proclaimed scripture into the week/their lives ahead.



5. Sending Forth

There should be some opportunity for prayer. Students can prepare these invitations to prayer, or traditional prayer may be used. It is important that students should be formed in how to pray and how to invite others to pray. (This formation in prayer occurs in different ways, through the daily act of worship in the Tutor base, in the RE curriculum and on retreat days.) The use of silence cannot be overstated; it provides the opportunity for pupils to pray in their hearts.

We end assembly with the sign of the cross.

Assembly Planning Sheet for Year Assembly

Member of Staff Responsible:

Date:

Those involved in preparation:

Theme / Topic:

Structure:

Setting the tone for Worship: Taize music/ focus on the screen/Candle

1. Gathering – Lead by HOY - Sign of the Cross –“As I enter prayer now, I pause to be still to recentre my scattered senses upon the presence of God. Holy Spirit be with us in this assembly today.”

Handover to assembly lead is the lighting of a candle.

2. The Word (Scriptural Reading)

3. Reflection

4. Moving on



5. *Sending Forth*

Evaluation: