



Spencer Park Primary School Assemblies Procedure

ASSEMBLIES

- School assemblies are conducted on each Monday at 2:40pm in the undercover area and various Friday mornings from 8:55am in the school hall.
- The responsibility of organising Monday assemblies is carried by the Principal and Year 6 students.
- Friday assemblies are predominantly performance and honour card based and, following consultation, rostered by Administration. The responsibility of organising these assemblies is carried by the rostered classroom and its teacher support from a Deputy and the Year 6 students. For assembly, microphones, chairs, stage area and carpets need to be organised.

Monday assemblies should include:

- Values certificates from each class
- Attendance certificate
- Important messages for the week
- Faction points, Golden broom and ice-cream ticket winners

Friday assemblies should include:

- The school song, a prayer, the National Anthem, honour certificate presentations and when required, an item from a class, special award, presentations and guest speakers.
- Determination of who will conduct the assembly will be by the rostered classroom teacher. Student Councillors will be made available to support and/or conduct the assemblies as required.
- The choir and special performing groups may also perform at assembly.
- Teachers are responsible for supervising their students both to and from, and during assemblies. All teachers responsible for face to face teaching at this time should be in attendance.

Semper Tenta - Always Strive