



## **Assemblies Policy**

**Review date: June 2020**

**Next review date: June 2021**

**Staff resp. for review: VHA**

# Assemblies and Collective Worship

## AIMS:

We recognise that there are two aspects to our policy.

1. Assemblies are gatherings of groups of students. In form, year and college assemblies we hope to reiterate our college ethos statement:

"Norbury Manor is a community where all students and staff are valued as individuals. We take strength from our cultural diversity and pride in our cultural richness and use this to prepare students to actively embrace their place in the local and global community.

At Norbury Manor, we aim to enable all students to live a full and active life. We promote the value of knowledge and push every student to achieve their full academic potential. We are committed to providing a curriculum that develops self confidence, strong communication and leadership skills as well as a healthy lifestyle.

We are dedicated to preparing students for the future – to developing confident, motivated and resilient independent learners. Norbury Manor students are encouraged to establish a strong sense of self-worth; they become articulate young adults who are both creative and enterprising."

Assemblies provide an opportunity to celebrate the British values of tolerance, respect, liberty and democracy.

We hope:

- a) to foster a recognition of the needs of others, tolerance and mutual understanding;
- b) to encourage the ability and willingness to make a positive contribution to the life of the college;
- c) to promote an awareness of the wider community in which our students live and the inter-dependence of individuals, groups and nations.

2. The 1988 Education Reform Act requires schools to provide a daily act of collective worship for all students. It states that collective worship is to be "wholly or mainly of a broadly Christian character." It is within our assemblies that these requirements are satisfied.

Collective worship aims to:

- a) provide the opportunity for the worship of God, consideration of spiritual and moral issues and the exploration of personal beliefs;

b) encourage personal reflection and/or prayer.

Participation and response through involvement in the presentation or through listening to and joining in the worship are to be encouraged. Collective worship will make an important contribution to the spiritual, moral and cultural development of all students.

## **PRACTICE AND ORGANISATION AT NORBURY MANOR**

There are form, year and college assemblies at Norbury Manor.

Some themes are preselected for each fortnight, some chosen by those taking assembly and some related to a current event or concern.

Care and sensitivity are needed when taking assemblies in our multicultural, multi-faith college. Whilst assembly should reflect the broad traditions of Christian belief it should not be distinctive of any one Christian denomination. Care should be taken when referring to Jesus and the terms "Messiah" or "son of God" should not be used unnecessarily. Those taking assembly should, as far as possible, identify from which religion a prayer or reading is taken. All parents have the right to withdraw their children from collective worship although in practice few do so. Letters about withdrawal should be held by heads of year (HOYs). Assemblies should end with a prayer/poem/time of contemplation.

**It is important that assemblies start and end promptly including time allowed for notices.**

### **COLLEGE ASSEMBLIES VERTICALLY GROUPED:**

**Monday:** 7BF, 8RTY, 9GP, 10RTY, 11BF, 12Y, 13G

**Wednesday:** 7GP, 8BFJ, 9RTY, 10BF, 11GP, 12P, 13BY

**Friday:** 7RTY, 8GP, 9BF, 10GP, 11RTY, 12G, 13P

These assemblies are held once a fortnight and are taken by senior staff and a rota of many members of staff. Staff are asked to volunteer to be part of this rota and to express negative preference if necessary. It adds both richness and variety to have as many staff as possible willing to do this and is a valued asset at Norbury Manor. Student involvement in college assemblies is also to be encouraged.

Staff taking college assemblies are asked to identify the thought for the fortnight and to select and if possible provide suitable music for the beginning and end of assembly. Hymns are not sung but listening to music can often provide a focus for assembly. PowerPoint presentations are often used but are not compulsory.

Tutors are expected to escort their forms to assembly and to sit with and supervise their forms. HOYs are expected to supervise the silent entry and departure of their years into the hall. Other staff who are not form tutors are requested to attend and sit with the students. Notices must be given to a member of the Senior Leadership Team (SLT) before the start of assembly.

## **YEAR ASSEMBLIES**

Heads of year are responsible for organising their year group's assemblies. These are taken by a variety of staff and forms make regular contributions. Tutors escort and supervise their forms.

## **FORM TIME**

Form tutors are requested to share with their forms the thought and theme for the week.

## **PRAYER ROOM**

The prayer room (in the Quiet Room) will be open at break and lunchtimes as a multi-faith prayer room open for anyone (staff and students) who wishes to pray, whatever their religion. Anyone not praying will not be allowed to remain in the room at break and lunchtimes. Students are required to leave when they have finished praying.

Students are responsible for monitoring and organising the prayer room and maintaining the code of conduct. The room will be monitored by SLT members on duty. There is no facility at present that allows for students to pray during lesson times.