

Shoeburyness High School

A member of Southend East Community Academy Trust



SCHOOL ASSEMBLY/ COLLECTIVE WORSHIP POLICY

October 2018

Status : Statutory

Next revision due : October 2019

Reviewed and monitor by : Assistant Headteacher - Pastoral

Agreed by : Local Governing Body

**Signed by Chair of Local
Governing Body** :

1. RATIONALE & PURPOSE

This policy outlines the principles and procedures we have implemented to ensure that we strive to meet the statutory requirements for providing engaging and informative school assemblies and collective worship.

2. POLICY STATEMENT

Aim:

To provide all pupils with a meaningful act of corporate worship that supports their spiritual, moral, personal, social and cultural development. Assemblies provide an opportunity to develop a community spirit, a common ethos and shared values and extend students' understanding of a variety of spiritual, moral, social and cultural issues.

3. GUIDING PRINCIPLES

- Collective worship must be inclusive – it should celebrate and affirm difference and diversity. Personal integrity should be respected.
- Collective worship should develop a sense of community – attempts will be made to bring together sections of the school such that different year groups meet.
- Collective worship should enable participants to be actively involved either as part of the delivery or as an opportunity to reflect on what is presented.
- Collective worship should promote spiritual, moral and cultural development – allowing the exploration of moral issues drawn from a variety of religious traditions, cultures and areas.
- Collective worship should be a special time – a period of reflection in a busy school day.
- Collective worship should be of high quality – it should be carefully planned, use a variety of resources and use effective presenters. It should always be positive.
- Acts of worship should provide the opportunity for pupils to worship their God – this may take the form of silence in which individual pupils can worship in an appropriate way.
- Most acts of worship should contain some elements which relate specifically to the traditions of Christian belief – the school should have a record of the themes taken but not all acts of worship require bible readings.

Location

Collective acts of worship will take place in the Wendy Owen Hall. Currently the capacity of the Hall is only sufficient for one year group at a time.

Presenters

All assemblies are led and managed by the respective Year Manager with support from the Assistant Headteacher responsible for Pastoral Support, the link senior leadership team (SLT) member and Progress Leader (PL). It is the school's policy to involve a wide range of speakers and volunteers drawn from within the school and the wider local community.

Any presenters must follow the principles stated above.

The active involvement of pupils or groups of pupils is positively encouraged.

Content

This should be of a broadly Christian and spiritual nature and should explore some relevant moral issue. British values and SMSC are an inherent part of our assemblies. There is no requirement to include bible readings although this may be appropriate at times. If the bible is used, care should be taken that the reading is in appropriate language for the target pupils.

It is school practice to acknowledge and use religious festivals and current events in the content of assemblies.

The Progress Leader responsible for assemblies has a selection of resources to support the planning and preparation of assemblies along with some on the 'I' drive and all staff are free to make use of these. The PL responsible for assemblies manages this.

Attendance

All learning tutors and learning mentors are expected to attend assembly with their year group and should sit where directed to do so by the Year Manager and / or PL. SLT will be represented at every assembly.

All staff and pupils are expected to attend assemblies unless they exercise their right to withdraw on grounds of conscience. In this case they should state this in writing to the Headteacher.

Timing

One assembly occurs in our hall most mornings for 25 minutes. Each year group is allocated an assembly each week, unless the collective SMSC activities are to be run in their Period 1 session by their Learning Tutor. This enables greater flexibility as some collective worship and SMSC topics are better covered in a small group discussion. This is detailed on the assembly rota attached (See Appendix 1).

4. CONSULTATION GROUP

Each year the draft assembly rota is made available to staff in the summer term for feedback prior to its implementation the following September.

5. LINKS TO OTHER POLICIES & DOCUMENTS

There are no links to other policies and documents.

6. MONITORING & EVALUATION ARRANGEMENTS

The monitoring and evaluation of assemblies and collective acts of worship is carried out by SLT and Governors on a sampling basis.

7. ROLES & RESPONSIBILITIES

The PL responsible for assemblies is responsible for planning and implementing the assembly rota. Year Managers are responsible for the day to day management and organisation of assemblies with support from the relevant PL and Learning Tutors. Year Managers are responsible for the orderly arrival and dismissal of their year groups.

Year Managers will allocate assembly themes and dates to a variety of tutors and tutor groups throughout the academic year. PLs are responsible for Achievement Assemblies and the Attendance Officer is responsible for Attendance Assemblies.

APPENDIX 1

WEEK	DAY	DATE	Yr Grp	ASSEMBLY TIME FILLED	2018 -2019 Theme of Assembly	Who's In Charge	Other information, including sources of inspiration (try Scholastic website for date-related suggestions)
1A	Wed	05-Sep-18		<input type="checkbox"/>	Staff Training Day		
1A	Thu	06-Sep-18		<input type="checkbox"/>	<i>Year 7: 8:30am start / Year 12 & 13: 9:15am start / Year 8,9,10,11: 10:00am start</i> School Photos for Yrs 7, 12 and 13		
1A	Fri	07-Sep-18		<input type="checkbox"/>	<i>All Years 8:30am start</i> School Photos for Yrs, 8, 9, 10 and 11		
2B	Mon	10-Sep-18	7	✓	1/6 Attendance	PS	-
2B	Tue	11-Sep-18	8	✓	1/6 Attendance	PS	-
2B	Wed	12-Sep-18	9	✓	1/6 Attendance	PS	-
2B	Thu	13-Sep-18	10	✓	1/6 Attendance	PS	-
2B	Fri	14-Sep-18	11	✓	1/6 Attendance	PS	-
3A	Mon	17-Sep-18	7	✓	Expectations	SXS	-
3A	Tue	18-Sep-18	8	<input type="checkbox"/>			-
3A	Wed	19-Sep-18	9	<input type="checkbox"/>			-
3A	Thu	20-Sep-18	SF	✓	Sixth Form	MIS/ZXW	-
3A	Fri	21-Sep-18	11	✓	D of E Certificates	LR	-
4B	Mon	24-Sep-18	7	✓	European Day of Languages	MLR/MfL	-
4B	Tue	25-Sep-18	8	✓	European Day of Languages	MLR/MfL	-
4B	Wed	26-Sep-18	9	✓	European Day of Languages	MLR/MfL	-
4A	Thu	27-Sep-18	10	✓	European Day of Languages	MLR/MfL	-
	Fri	28-Sep-18			Non Pupil Day: All staff in - Performance Management		
5A	Mon	01-Oct-18	7	✓	Jack Petchey	BL	-
5A	Tue	02-Oct-18	8	✓	Jack Petchey	BL	-
5A	Wed	03-Oct-18	9	✓	Jack Petchey	BL	-
5A	Thu	04-Oct-18	10	✓	Jack Petchey	BL	-
5A	Fri	05-Oct-18	11	✓	Jack Petchey	BL	-
6B	Mon	08-Oct-18	7	✓	Gideon Bibles	Roger Oxenham	tel 01702582651

6B	Tue	09-Oct-18	8	✓	Gideon Bibles	Roger Oxenham	-	
6B	Wed	10-Oct-18	9	□			-	
6B	Thu	11-Oct-18	10	✓	Introduction to Work Experience	SC	-	
6B	Fri	12-Oct-18	SF	✓	Sixth Form	MIS	-	
7A	Mon	15-Oct-18	7	✓	1/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-	
7A	Tue	16-Oct-18	8	✓	1/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-	
7A	Wed	17-Oct-18	9	✓	1/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-	
7A	Thu	18-Oct-18	10	✓	1/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-	
7A	Fri	19-Oct-18	11	✓	1/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-	
	Mon	22-Oct-18	AUTUMN HALF TERM BREAK ~ start					
	Fri	26-Oct-18	AUTUMN HALF TERM BREAK ~ end					
8B	Mon	29-Oct-18	7	✓	Essex Fire and Rescue - Sparks & Spooks	Essex CFR - Stuart Huxter	-	
8B	Tue	30-Oct-18	8	✓	Essex Fire and Rescue - Sparks & Spooks	Essex CFR - Stuart Huxter	-	
8B	Wed	31-Oct-18	9	✓	Essex Fire and Rescue - Sparks & Spooks	Essex CFR - Stuart Huxter	-	
8B	Thu	01-Nov-18	10	✓	Essex Fire and Rescue - Sparks & Spooks	Essex CFR - Stuart Huxter	-	
8B	Fri	02-Nov-18	11	✓	Year 11 -12 evening	WP	-	
9A	Mon	05-Nov-18	7	✓	Remembrance Day	Hums	-	
9A	Tue	06-Nov-18	8	✓	Remembrance Day	Hums	-	
9A	Wed	07-Nov-18	9	✓	Remembrance Day	Hums	-	
9A	Thu	08-Nov-18	10	✓	Remembrance Day	Hums	-	
9A	Fri	09-Nov-18	11	✓	Remembrance Day	Hums	-	
10B	Mon	12-Nov-18	7	✓	Anti-Bullying Week - 2/6 attendance (5 mins)	AT/PS/ZJK	-	
10B	Tue	13-Nov-18	8	✓	Anti-Bullying Week - 2/6 attendance (5 mins)	AT/PS/ZJK	-	
10B	Wed	14-Nov-18	9	✓	Anti-Bullying Week - 2/6 attendance (5 mins)	AT/PS/ZJK	-	
10B	Thu	15-Nov-18	10	✓	Anti-Bullying Week - 2/6 attendance (5 mins)	AT/PS/ZJK	-	
10B	Fri	16-Nov-18	11	✓	Anti-Bullying Week - 2/6 attendance (5 mins)	AT/PS/ZJK	-	
11A	Mon	19-Nov-18	7	□			-	
11A	Tue	20-Nov-18	8	✓	PL - ASSESSMENT INFO	CPPL	-	
11A	Wed	21-Nov-18	9	✓	PL - ASSESSMENT INFO	CPPL	-	
11A	Thu	22-Nov-18	10	✓	PL - ASSESSMENT INFO	CPPL	-	
11A	Fri	23-Nov-18	SF	✓	Sixth Form	MIS	-	
12B	Mon	26-Nov-18	7	□			-	
12B	Tue	27-Nov-18	8	□			-	
12B	Wed	28-Nov-18	SF	✓	Sixth Form	MIS	-	
12B	Thu	29-Nov-18	10	□			-	
12B	Fri	30-Nov-18	11	□			-	
13A	Mon	03-Dec-18	NO ASSEMBLY - SCHOOL PRODUCTION					
13A	Tue	04-Dec-18	NO ASSEMBLY - SCHOOL PRODUCTION					

13A	Wed	05-Dec-18						
13A	Thu	06-Dec-18						
13A	Fri	07-Dec-18	Non Pupil Day - only Associate staff in work					
14B	Mon	10-Dec-18	SF	✓	Sixth Form	MIS	-	
14B	Tue	11-Dec-18	8	□			-	
14B	Wed	12-Dec-18	9	✓	VoiceMale	JD/PDH/AN/RA	-	
14B	Thu	13-Dec-18	10	✓	VoiceMale	JD/PDH/AN/RA	-	
14B	Fri	14-Dec-18	11	✓	VoiceMale	JD/PDH/AN/RA	-	
15A	Mon	17-Dec-18	7	✓	VoiceMale	JD/PDH/AN/RA	-	
15A	Tue	18-Dec-18	8	✓	VoiceMale	JD/PDH/AN/RA	-	
15A	Wed	19-Dec-18	SF	✓	Sixth Form	MIS	-	
15A	Thu	20-Dec-18	10				-	
	Fri	21-Dec-18	CHRISTMAS HOLIDAY ~ start					
	Wed	02-Jan-19	CHRISTMAS HOLIDAY ~ end					
16B	Mon	07-Jan-19	7	✓	2/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-	
16B	Tue	08-Jan-19	8	✓	2/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-	
16B	Wed	09-Jan-19	9	✓	2/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-	
16B	Thu	10-Jan-19	10	✓	2/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-	
16B	Fri	11-Jan-19	11	✓	2/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-	
17A	Mon	14-Jan-19	7	✓	3/6 attendance (5 mins)/ PL: ASSESSMENT INFO	PS/ZJK/CPPL	-	
17A	Tue	15-Jan-19	8	✓	3/6 attendance (5 mins)/ PL: ASSESSMENT INFO	PS/ZJK/CPPL	-	
17A	Wed	16-Jan-19	9	✓	3/6 attendance (5 mins)/ PL: ASSESSMENT INFO	PS/ZJK/CPPL	-	
17A	Thu	17-Jan-19	10	✓	3/6 attendance (5 mins)/ PL: ASSESSMENT INFO	PS/ZJK/CPPL	-	
17A	Fri	18-Jan-19	11	✓	3/6 attendance (5 mins)/ PL: ASSESSMENT INFO	PS/ZJK/CPPL	-	
18B	Mon	21-Jan-19	7	✓	Holocaust Memorial		-	
18B	Tue	22-Jan-19	8	✓	Holocaust Memorial		-	
18B	Wed	23-Jan-19	9	✓	Holocaust Memorial		-	
18B	Thu	24-Jan-19	10	✓	Holocaust Memorial		-	
18B	Fri	25-Jan-19	11	✓	Holocaust Memorial		-	
19A	Mon	28-Jan-19	7	✓	European Day of Languages	MLR/MfL	-	
19A	Tue	29-Jan-19	8	✓	European Day of Languages	MLR/MfL	-	
19A	Wed	30-Jan-19	9	✓	European Day of Languages	MLR/MfL	-	
19A	Thu	31-Jan-19	10	✓	European Day of Languages	MLR/MfL	-	
19A	Fri	01-Feb-19	11	✓	European Day of Languages	MLR/MfL	-	
20B	Mon	04-Feb-19	7	□			-	
20B	Tue	05-Feb-19	8	□			-	
20B	Wed	06-Feb-19	9	NO ASSEMBLY - Yr 9 EXAMS				-

20B	Thu	07-Feb-19	10	<input type="checkbox"/>					
20B	Fri	08-Feb-19	SF	✓	Sixth Form	MIS	-		
21A	Mon	11-Feb-19	7	<input type="checkbox"/>			-		
21A	Tue	12-Feb-19	8	<input type="checkbox"/>			-		
21A	Wed	13-Feb-19	9	<input type="checkbox"/>			-		
21A	Thu	14-Feb-19	SF	✓	Sixth Form	MIS	-		
21A	Fri	15-Feb-19	11	✓	Planning Revision	MJB	-		
	Mon	18-Feb-19	SPRING HALF TERM BREAK ~ start						
	Fri	22-Feb-19	SPRING HALF TERM BREAK ~ end						
22B	Mon	25-Feb-19	7	✓	4/6 attendance (5 mins)/ PL: ASSESSMENT INFO	PS/ZJK/CPPL	-		
22B	Tue	26-Feb-19	8	✓	4/6 attendance (5 mins)/ PL: ASSESSMENT INFO	PS/ZJK/CPPL	-		
22B	Wed	27-Feb-19	9	✓	Options Evening	WP	-		
22B	Thu	28-Feb-19	10	✓	4/6 attendance (5 mins)/ PL: ASSESSMENT INFO	PS/ZJK/CPPL	-		
22B	Fri	01-Mar-19	11	✓	4/6 attendance (5 mins)/ PL: ASSESSMENT INFO	PS/ZJK/CPPL	-		
23A	Mon	04-Mar-19	7	✓	Book Week	MJB	-		
23A	Tue	05-Mar-19	8	✓	Book Week	MJB	-		
23A	Wed	06-Mar-19	9	✓	Book Week	MJB	-		
23A	Thu	07-Mar-19	10	✓	Book Week	MJB	-		
23A	Fri	08-Mar-19	11	✓	Book Week	MJB	-		
24B	Mon	11-Mar-19	7	✓	British Science Week	MIS	-		
24B	Tue	12-Mar-19	8	✓	British Science Week	MIS	-		
24B	Wed	13-Mar-19	9	✓	British Science Week	MIS	-		
24B	Thu	14-Mar-19	10	✓	British Science Week	MIS	-		
24B	Fri	15-Mar-19	11	✓	British Science Week	MIS	-		
25A	Mon	18-Mar-19	7	✓	3/5 ACE: Assemblies Celebrating Endeavour	PLs/CPDLs/SPHs	-		
25A	Tue	19-Mar-19	8	✓	3/5 ACE: Assemblies Celebrating Endeavour	PLs/CPDLs/SPHs	-		
25A	Wed	20-Mar-19	9	✓	3/5 ACE: Assemblies Celebrating Endeavour	PLs/CPDLs/SPHs	-		
25A	Thu	21-Mar-19	10	✓	3/5 ACE: Assemblies Celebrating Endeavour	PLs/CPDLs/SPHs	-		
25A	Fri	22-Mar-19	11	✓	3/5 ACE: Assemblies Celebrating Endeavour	PLs/CPDLs/SPHs	-		
26B	Mon	25-Mar-19	7	✓	Heat of the Moment	Essex CFR - Stuart Huxter	-		
26B	Tue	26-Mar-19	8	✓	Home Safety	Essex CFR - Stuart Huxter	-		
26B	Wed	27-Mar-19	9	✓	Knife Crime (need an extended 5 mins as lasts an hour)	Essex CFR - Stuart Huxter	-		
26B	Thu	28-Mar-19	10	<input type="checkbox"/>			-		
26B	Fri	29-Mar-19	SF	✓	Sixth Form	MIS	-		
27A	Mon	01-Apr-19	7	<input type="checkbox"/>			-		
27A	Tue	02-Apr-19	8	<input type="checkbox"/>			-		
27A	Wed	03-Apr-19	9	<input type="checkbox"/>			-		

27A	Thu	04-Apr-19	10	<input type="checkbox"/>				
27A	Fri	05-Apr-19	SF	✓	Sixth Form	MIS	-	
	Mon	08-Apr-19	SPRING HOLIDAY ~ start					
	Mon	22-Apr-19	SPRING HOLIDAY ~ end					
28B	Tue	23-Apr-19	8				-	
28B	Wed	24-Apr-19	9				-	
28B	Thu	25-Apr-19	10				-	
28B	Fri	26-Apr-19	SF	✓	Sixth Form (year 12 only)	MIS	-	
29A	Mon	29-Apr-19	7	✓	5/6 attendance (5 mins)/ASSESSMENT INFO	PS/ZJK/CPPL		
29A	Tue	30-Apr-19	8	✓	5/6 attendance (5 mins)/ASSESSMENT INFO	PS/ZJK/CPPL	-	
29A	Wed	01-May-19	9	✓	5/6 attendance (5 mins)/ASSESSMENT INFO	PS/ZJK/CPPL	-	
29A	Thu	02-May-19	10	✓	5/6 attendance (5 mins)/ASSESSMENT INFO	PS/ZJK/CPPL	-	
29A	Fri	03-May-19	11	✓	Exam Preparation - Y11 ONLY	JG / JD	-	
30B	Mon	06-May-19	MAY BANK HOLIDAY					
30B	Tue	07-May-19	8	<input type="checkbox"/>	NO ASSEMBLY		-	
30B	Wed	08-May-19	9	<input type="checkbox"/>	NO ASSEMBLY		-	
30B	Thu	09-May-19	10	<input type="checkbox"/>	NO ASSEMBLY		-	
30B	Fri	10-May-19	SF	✓	Sixth Form (year 12 only)	MIS		
31A	Mon	13-May-19	7	✓	Mental Health Awareness	AT	-	
31A	Tue	14-May-19	8	✓	Mental Health Awareness	AT	-	
31A	Wed	15-May-19	9	✓	Mental Health Awareness	AT	-	
31A	Thu	16-May-19	10	✓	Mental Health Awareness	AT	-	
31A	Fri	17-May-19	11	✓	Mental Health Awareness	AT		
32B	Mon	20-May-19	7		NO ASSEMBLY			
32B	Tue	21-May-19	8		NO ASSEMBLY		-	
32B	Wed	22-May-19	9		NO ASSEMBLY		-	
32B	Thu	23-May-19	10		NO ASSEMBLY		-	
32B	Fri	24-May-19	SF	✓	Sixth Form (year 12 only)	MIS		
	Mon	27-May-19	SUMMER HALF TERM BREAK ~ start					
	Fri	31-May-19	SUMMER HALF TERM ~ end					
33A	Mon	03-Jun-19	7	✓	Road/Traffic/Pedestrian	Essex CFR - Stuart Huxter		
33A	Tue	04-Jun-19	8	✓	Road/Traffic/Pedestrian	Essex CFR - Stuart Huxter		
33A	Wed	05-Jun-19	9	✓	Road/Traffic/Pedestrian	Essex CFR - Stuart Huxter	-	
33A	Thu	06-Jun-19	10	<input type="checkbox"/>			-	
33A	Fri	07-Jun-19	SF	✓	Sixth Form (year 12 only)	MIS		
34B	Mon	10-Jun-19	7	✓	6/6 attendance (5 mins)/	PS/ZJK		
34B	Tue	11-Jun-19	8	✓	6/6 attendance (5 mins)/ASSESSMENT INFO	PS/ZJK/CPPL	-	

34B	Wed	12-Jun-19	9	✓	6/6 attendance (5 mins)/ ASSESSMENT INFO	PS/ZJK/CPPL	-
34B	Thu	13-Jun-19	10	✓	6/6 attendance (5 mins)/ ASSESSMENT INFO	PS/ZJK/CPPL	-
34B	Fri	14-Jun-19	SF	✓	Sixth Form (year 12 only)	MIS	
35A	Mon	17-Jun-19	7	<input type="checkbox"/>			
35A	Tue	18-Jun-19	8	<input type="checkbox"/>			
35A	Wed	19-Jun-19	9	<input type="checkbox"/>			
35A	Thu	20-Jun-19	10	✓	Exam Preparation & Revision	JG	-
35A	Fri	21-Jun-19	SF	✓	Sixth Form (year 12 only)	MIS	
36B	Mon	24-Jun-19	7	✓	4/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	
36B	Tue	25-Jun-19	8	✓	4/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-
36B	Wed	26-Jun-19	9	✓	4/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-
36B	Thu	27-Jun-19	10	✓	4/5 ACE: Assemblies Celebrating Endeavour	CPPLs/CPDLs/SPHs	-
36B	Fri	28-Jun-19	SF	✓	Sixth Form (year 12 only)	MIS	
37A	Mon	01-Jul-19	7	<input type="checkbox"/>			-
37A	Tue	02-Jul-19	8	<input type="checkbox"/>			-
37A	Wed	03-Jul-19	9	<input type="checkbox"/>			-
37A	Thu	04-Jul-19	10	✓	Year 10 final assembly - work experience reminders	SC	
37A	Fri	05-Jul-19	SF	✓	Sixth Form (year 12 only)	MIS	
38B	Mon	08-Jul-19	7	✓	Essex Fire and Rescue - RTC & Summer Safety	Stuart Huxter/ZDC	-
38B	Tue	09-Jul-19	8	✓	Essex Fire and Rescue - RTC & Summer Safety	Stuart Huxter/ZHH	-
38B	Wed	10-Jul-19	9	✓	Essex Fire and Rescue - RTC & Summer Safety		-
38B	Thu	11-Jul-19					
38B	Fri	12-Jul-19	SF	✓	Sixth Form (year 12 only)	MIS	
39A	Mon	15-Jul-19	7	<input type="checkbox"/>			-
39A	Tue	16-Jul-19	8	<input type="checkbox"/>			-
39A	Wed	17-Jul-19	9	<input type="checkbox"/>			-
39A	Thu	18-Jul-19					
39A	Fri	19-Jul-19	SF	✓	Sixth Form (year 12 only)	MIS	
40B	Mon	22-Jul-19	7	<input type="checkbox"/>			-
40B	Tue	23-Jul-19	8	<input type="checkbox"/>			-
40B	Wed	24-Jul-19	9				