Assembly Policy

1. Rationale / Background

1. Student excellence is recognised at a formal Presentation Evening in the first week of December each year.
2. Regular formal assemblies are held each term. Times and purpose are flexible and to be determined by Grade Coordinators/AST and SMG.
3. Grade Coordinators and teams are responsible for assemblies as determined by calendar dates, one per grade minimum.
4. The Big Picture campus is responsible for its own independent formal assembly program.

2. Requirements / Outcomes

1. To celebrate student and whole school achievement, academic excellence, sporting excellence, citizenship and service.
2. To recognise the school connections within the community.
3. To communicate pertinent information to students. Where possible assemblies need planned dates and where relevant parents are to be made aware in advance.

3. Responsibilities

1. Presentation Assembly Coordinator (suggest AST/AP marketing) with assistance of planning team (they would raise any issues with senior management if/when and as they arise).
2. A formal program is obligatory for the Presentation Assembly Evening.
3. An updated list of bursaries, scholarships and a sponsorship list for the current year so that all staff are aware of awards available is from the start of term three.
4. Meeting date in November to formalise the winners of bursaries/scholarships so that invitations can be sent.
5. Various teachers will be expected to undertake different roles within assemblies based on their expertise. This will include: set up, technical (sound, lights), coaching of comperes.
6. Admin will generate letters to guests and sponsors and organise the printing of certificates as instructed by the Presentation Evening Assembly Coordinator.
7. Admin will collate RSVP’s.
8. All prizes and donations will be held in the main office.
9. Admin will send out thank you letters to quests and sponsors as instructed by the Presentation Evening Assembly Coordinator.
10. Supper will be organised/delegated by the Presentation Assembly Coordinator.
11. Flowers and displays are to be included eg lectern, flags and banners. These need to be collected and stored. One person to be nominated and held accountable for this.
12. A volunteer/nominated person to coordinate the distribution of prizes according to the program.
13. Guest speakers to be nominated by the organisers of the assembly with the approval of the Presentation Assembly Coordinator and Principal.
15. Student comperes to be nominated, trialled and be given opportunities in these areas as much as possible.

Appendices: Current list of bursaries/scholarships
Recognition of interstate standard donation

Review date: 25th August 2011