



SECKFORD FOUNDATION  
FREE SCHOOLS TRUST

**POLICY  
DOCUMENT**

**Assembly Policy**

<b>Document Owner:</b>	Trust Board
<b>Date Approved:</b>	
<b>Review Date:</b>	Trinity Term 2020

<b>APPROVED Signature (Trust Board):</b>	DATE ( )
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## 1. Other relevant policies and documents

- SMSC Policy

## 2. Explanation of terms used in the policy

'Trust' = Seckford Foundation Free Schools Trust

'Free School(s)' = schools within the Trust

## 3. Purpose of the policy

This document outlines the policy on assemblies and collective worship for the Free Schools within the Trust. This policy covers the Trust and all its Free Schools and as such there is no need for each Free School to have its own policy.

## 4. Policy statement

The Trust and its Free Schools believe that assemblies are fundamental in promoting the ethos of the Trust and provide students with an opportunity for collective reflection and the consideration of spiritual, moral, social and cultural (SMSC) issues. The assembly programme of the Trust and its Free Schools supports and strengthens our vision and ethos. We value this special time in the school day for the space it gives our students to develop a reflective approach to life and the ability to express their reflections in traditionally religious ways or any other appropriate manner.

It is a legal requirement to have collective worship in schools. This is set out in the School Standards and Frameworks Act 1998 that states "each pupil in attendance at a community, foundation or voluntary school shall on each school day take part in an act of collective worship". These acts of worship must be "wholly or mainly of a broadly Christian character" for the majority of the time. They must also be "appropriate, having regard to the ages, aptitudes and family backgrounds of the pupils".

Our approach will be deeply rooted in the principles outlined in the SMSC Policy and line with the Trust's '6Cs to Success' framework.

## 5. Aims of the policy

Through our assemblies programme, we aim to provide a caring and supportive environment for students to:

- Become increasingly aware of themselves as individuals and groups within the school, local regional, national and international communities;
- Grow in understanding of the feelings of the other people in every-day situations and

beliefs;

- Explore the language which people use to express their feelings;
- Deepen their sense of awe and wonder about the world around them;
- Grow in confidence when making a presentation to the group or whole school;
- Respond freely to religious and / or spiritual stimulus;
- Acknowledge diversity and equality and affirm each person's life stance;
- Develop an understanding of our own characters, strengths and weaknesses;
- Develop self-respect and self-discipline;
- Clarify the meaning and purpose in our lives and decide, on the basis of this, how we believe that our lives should be lived;
- Encourage us to strive, throughout life, for knowledge, wisdom and understanding;
- Develop a clear understanding of the Trust's 6C's to Success and how to implement the 6C's in everyday learning and social behaviour.
- Promote British Values
- Raise awareness of the Prevent agenda

The Trust and its Free Schools are committed to developing skills of citizenship and assemblies provide an opportunity to share community values and success.

## 6. Practice

Each year group will have one assembly per week which is timetabled as part of the tutor programme. Whole school assemblies will take place as and when required but will take place at least once a half term in the form of 'celebration assemblies'

The Pastoral Leadership Team comprising of the Deputy Headteacher or ELT member, Inclusion Leader and Pastoral Leaders, will develop the assembly programme in each school. Pastoral Leaders will take the lead in organising tutors and students for an orderly entrance and exit to assemblies and for ensuring that tutor group led assemblies are being practiced and organised well in advance (as part of the tutor programme). The assembly programme can comprise of the following:

- Headteacher and Senior Leadership Team led assemblies;
- Pastoral Leader assemblies;
- Subject Leader assemblies;
- Tutor assemblies;
- Tutor group assemblies;
- Outside and visiting speaker assemblies;
- Assemblies led by religious members of the community;
- Student-led assemblies, particularly ones demonstrating their talents (musical, poetry, sporting, etc.);
- Celebration and success assemblies.

Students are encouraged to take an active part in both planning and leadership of all assemblies.

Assemblies will also focus on the '6Cs to Success'. Staff leading assemblies can then plan around the themes and a development of ideas can build up.

We encourage the use of techniques that stimulate and vary the assembly programme for all students: drama, music / song, cultural themes, moments of reflection, art work, visual aids, Presentations, videos, etc.

## 7. Responsibilities

- The Headteacher is responsible (under the School Standards and Framework Act 1998) for arranging the daily collective worship after consulting with the Trust Board;
- The Deputy Headteacher or a member of ELT is responsible for planning the calendar of themes and activities on a termly basis. This is discussed by the Pastoral Leadership Team, which also provides an opportunity for Pastoral Leaders to give feedback from Year Teams about assemblies;
- All tutors follow the tutor programme in tutor time, which is based upon the 6Cs to Success;
- All teaching staff are required to attend assemblies unless they have formally withdrawn from them by putting their request in writing and meeting with the Headteacher;
- Parents / carers of a student have a right to withdraw their children from collective worship. If a parent / carer asks for their child to be wholly or partly excused from attending collective worship at the school the school must comply unless the request is withdrawn. Any parent / carer who wishes to exercise this right should write to the Headteacher. They should expect to discuss this directly with the Headteacher in a face-to-face meeting.

## 8. Complaints

Any complaints about this policy from outside the Trust should be made in accordance with the Trust's Complaints Policy. Any other complaints should be brought to the attention of the Headteacher of the relevant Free School in the first instance.

Complaints that are in the public interest and relate to suspected malpractice may be appropriate to raise under the Trust's Whistleblowing Policy.

## 9. Compliance and performance monitoring

The Deputy Headteacher or relevant ELT member will undertake a programme of quality assurance on the assembly's provision.

The Trust will review this policy every three years and ensure that practice across all schools is in line with this policy. Any review will take into account the most up-to-date legislation and guidance.

The Trust has identified a range of Assurance Methodologies as tools by which compliance with policies can be tested. Those most relevant to this policy include:

- Internal Audit