



Shoeburyness High School
a member of
Southend East Community Academy Trust

SCHOOL ASSEMBLY POLICY

‘Building Strong Partnerships, Building Strong Community,
Building Strong Schools’

Status:	Recommended
Updated:	July 2025
Next Review date:	July 2027
Reviewed and monitored by:	Deputy Headteacher
Lead Member of Staff:	J Banks
Signed by Chair of the Academy Committee:	<i>K Howard</i>



Aim

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.

Legislation and Guidance

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.

Guiding Principles

Location: Assemblies are conducted in the Wendy Owen Hall when applicable. They may also be delivered virtually to students in tutor groups or at home via an online App, such as Microsoft Teams, should the need arise. This ensures students have continuity and the social, spiritual, moral and cultural needs of the child are met in every situation whilst simultaneously giving students the cultural capital they need to become successful in their career and the world of work; giving them the skills and knowledge to become positive members of the community/society they live and work in.

Presenters: All assemblies are led and managed by the respective Pastoral Year Manager with support from the Head of Year, link Assistant Headteacher and, where appropriate, members of the wider Senior Leadership Team (SLT). 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 and where appropriate these will lead the assembly. Any presenters must follow the principles stated above. The active involvement of students or groups of students is positively encouraged.

Content: We deliver a wide variety of assemblies for each year group focusing on current issues and the needs of that year group. British values, SMSC and Cultural Capital are an inherent part of our assemblies.

The member of the Senior Leadership Team responsible for assemblies creates a timetable of assemblies for the year ensuring that key events/weeks are included and celebrated. Due to the importance of ensuring assemblies are both relevant and informative, the timetable is open to change to meet needs and deliver key messages as and when deemed necessary. Assemblies are planned to suit the needs of the students to whom they will be delivered.

The assembly timetable is created in conjunction with the Social Sciences team to ensure that the content delivered in assembly dovetails, where appropriate, with the content being taught in more detail in Scope/Reshape lessons. Depending on the theme, further work will be delivered as part of the Form Time curriculum to reaffirm key messages for students.

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Attendance: All tutors are expected to attend assembly with their tutor group and should sit where directed to do so by the Pastoral Year Manager and /or Head of Year.

All staff and students 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: PM assembly occurs either in our Wendy Owen Hall or remotely most afternoons for 25 minutes. Each year group is allocated an assembly each week, unless the collective SMSC activities are to be run in their Form Time session by their Form Tutor. This enables greater flexibility as some SMSC topics are better covered in a small group discussion. This is detailed on the assembly rota.

Roles and responsibilities

The SLT member responsible for assemblies is responsible for planning and implementing the assembly rota. Heads of Year are responsible for the day to day management and organisation of assemblies with support from the relevant Pastoral Year Manager, SLT link and Form Tutors. Pastoral Year Managers are responsible for the orderly arrival and dismissal of their year groups when assemblies take place in the Wendy Owen Hall.

Heads of Year will allocate assembly themes and dates to a variety of form tutors and tutor groups throughout the academic year and where appropriate provide supplementary materials for further work as part of the Period 1 curriculum. Heads of Year are responsible for Achievement Assemblies and Attendance Assemblies.

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.

Links to other Policies and Documents

There are no links to other policies and documents.

Monitoring and Evaluation

The monitoring and evaluation of assemblies is carried out by SLT and ~~Governors~~ Academy Committee on a sampling basis.