

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL

Approved by Governing Body: December 2016
To be reviewed by: December 2019

COLLECTIVE ACT OF WORSHIP POLICY

Rationale

The law requires a daily collective act of worship which is wholly, or mainly, Christian in character. The major points are

- The school should provide for collective worship and religious education for the pupils
- The school must provide daily collective worship for all registered pupils (apart from those who have been withdrawn in writing by their parents) which is usually provided within daily assembly
- The Headteacher is responsible for arranging the daily collective worship (after consulting with the Governing Body) and this must be wholly or mainly of a broadly Christian character.

Implementation – Roles and Responsibilities

The schedule is arranged by a member of the Admin Support team, following the procedures set out in Appendix 1, with the schedule approved by the Headteacher or Deputy Headteacher.

Full school assemblies are held on Mondays and Thursdays each week. A half-termly assembly schedule is produced and published one week before the end of the preceding half-term. Each half-term's assemblies cover a theme and each assembly covers a topic from this theme. The themes and topics are selected from the Kent Standing Advisory Council on Religious Education (SACRE). SACRE's guidance works to a continuous six-year programme which is followed by the school. The Director of Music determines the hymn to be sung. Over the course of a year, members of the Senior Leadership Team (SLT) lead the majority of assemblies (with the Headteacher leading the majority of these SLT assemblies). Each of the Directors of Achievement leads one assembly per annum as does each of the Upper Sixth forms (the latter being 'fronted' by the Head of Sixth Form). Senior Prefects lead a number of assemblies each year and other members of staff and pupil groups (such as the Christian Union) can request to lead assemblies.

Key Stage Three assemblies are held on Fridays, Key Stage Four assemblies on Tuesdays and Sixth Form assemblies are held on Wednesdays. These assemblies follow the same half-termly theme. Responsibility for all aspects of the organization of these assemblies lies with the relevant Director of Achievement.

On the two days each week when pupils are not attending a full school or Key Stage/Sixth Form assembly, they have 'long registration' and remain in their form rooms with their form teacher. The Curriculum Leader Religious Studies provides a 'Thought for the Day' topic (in line with the half-term theme) and it is the responsibility of the form teacher to use this as the vehicle for a form collective worship. The Directors of Achievement have responsibility to ensure that this activity takes place.

ASSEMBLIES PROCEDURES

A. Planning

- Consult both the school calendar and the lettings diary. Look at the next term and identify which Monday and Thursday mornings are suitable for full school assembly. It is probably best to do one schedule for each half term during the Autumn Term, then a schedule each for Spring and Summer Terms. We do not have them as follows:
 - After a parents' evening.
 - After a major event held in the Hall.
 - On New Year 7 Induction Day, Year 8 Shakespeare Festival, Year 9 Drama Festival, Key Stage 3 Awards, Sports Day, if these fall on a Monday or a Thursday.
 - During internal Year 10, Year 11, L6th and U6th mock exams.
 - During external exam period when the Hall is in use.
- If the last day of a full term falls on a Monday or Thursday, assembly is held at 1pm, rather than at 8.50am.
- The final assembly for each full term is at 1pm on the last day of term: Christmas Service, Easter Service and Final Assembly respectively.

B. Leading Assemblies

- HT always does the following assemblies:
 - First and final assemblies of each half-term (1st two in September).
 - Occasions such as Remembrance Day, Leavers' Service, KS3 Awards, Sports Day.
- There are three Charities assemblies, one early in each full term. Dep HT does these.
- Harvest Festival is normally early October, better on a Thursday, and is taken by CL RS.
- There is a British Legion assembly, Thursday just before October half-term, led by Deputy HT.
- There is a Cologne assembly as soon as possible for CL German after the trip (check with the CL and avoid the German Exchange dates).
- Ghana and India assemblies take place in even years, after the trips, in late November or early December, led by the respective trip leaders.
- Include one hymn practice each half-term in Autumn Term and each of the other two terms, reasonably early in the term (i.e. 4 per year). Allocate members of SLT to lead these (in rota).
- Directors of Achievement each take one assembly per year,
- Each U6th form takes one assembly per year, led by Head of Sixth Form.
- Head Girl Team does two assemblies per year, one in early July, the second early in the new school year.
- Senior Officers take one assembly, in the second half of the Autumn Term, led by Head of Sixth Form.
- Remaining assembly slots are allocated to the Senior Leadership Team on a rota basis.

C. Topics

- Using the book, select appropriate, balanced and relevant topics for each assembly, under themed headings.
- Try to avoid the overtly religious topics (other than for 'occasions'). Morals/messages are better.

D. Hymns

- Choose a hymn from the list which links, even if only vaguely, with the topic. Assemblies such as Ghana, India, Cologne, Charities, Royal British Legion do not have hymns.

E. Non-attendees

- Devise the rota removing a year group from each full school assembly, being mindful of what the assembly is. (i.e. Year 7 and /or 8 should miss the India and Ghana assemblies, as they are not yet close to applying for the trips). Also be aware of trips out, as it may not be necessary to remove a year group. This works up to Christmas.
- After Christmas, devise a similar rota, removing three forms each time, rather than a full year group.
- Year 7 have their own separate Harvest assembly in the PAC.
- Everyone attends the first and last assemblies of each term, as well as Remembrance assembly.

F. Stage seating rota

- Provide the rota for which two Year 7 forms will sit on the stage for each assembly for the Transition Co-ordinator – T & W for the Autumn Term, I & G for the Spring Term, S for the Summer Term.
- When Year 7 is the year group out of assembly, the corresponding two Year 8 forms sit on the stage; pass this information to Director of Achievement KS3.

G. Chairs Rota

- Devise a rota for forms to clear away chairs after each assembly. Provide three form groups from different years; never include both Upper and Lower Sixth; or Year 7 and Year 8 together. (Year 7 need to be at the end of the first rotation!)

H. Notifications

- Assembly rota including topics, staff, hymn, hymn number – hard copies go to: the Senior Leadership Team, Cover Board, Director of Music, Music Teacher, Directors of Achievement KS3 and 4, Caretakers, Reception, anyone taking an assembly in that term, and form tutors of relevant U6th groups.
- Chair rota to same people, except caretakers, Reception and Music teachers.
- List of year groups/forms out of assembly to Deputy Headteacher, Directors of Achievement KS3 and 4, Head of Sixth Form, and onto Cover Board.