**Kotara High School**

**ASSEMBLY POLICY**

# RATIONALE

Assemblies are an important component of high school life. They provide opportunities, in formal and in informal situations, to reinforce the values that underpin the School vision and allow effective communication of events to occur.

# AIMS

1. To celebrate achievements and to promote the School
2. To provide an opportunity for the communication of events and issues
3. To provide an opportunity for students to demonstrate leadership skills and to practice appropriate behaviours

# PROCEDURES

There are three (3) types of Assemblies held at KHS

1. **WEEKLY ASSEMBLIES** – these are held for students, by students, every Tuesday. Weekly Assemblies are a means of communicating information across the school. They are held in the MPC and students are to be seated on the floor in year groups. Signs indicating Year locations are placed on the walls. The Assemblies will be introduced by the Deputy Principal and then handed over to the school leaders. The principal will give the initial address. Items for the Assembly should be written on the form in the Deputy Principal’s office.
2. **QUALITY AWARD ASSEMBLIES** – are held once per term usually in Week 8 or as negotiated each Term. Lessons will be shortened to accommodate the Assembly Quality awards assemblies are run by the school leaders. The School Concert band will play at the assembly and a variety of musical items will be presented.
3. **YEAR ASSEMBLIES –** These are held three time per term in weeks 3,6 and 9. Students advisers will address their assembled year with assistance from other members of staff rostered on to assist.

For Weekly Assemblies in the MPC

* On the signal of 3 bells, students and staff should proceed directly and quickly to the Hall
* Students should enter the Hall according to the diagram below and sit in rows according to their Year Group
* Teachers who are rostered on will oversee the entry and exit of students
* Year 12 students will be rostered to sit on the mezzanine level according to their Mentor Group

Entry for Years 10 & 7

**Seating plan:**

 Entry for Year 7 Year 9 Entry for Years 9 & 12

Years Year 8 Year 10

 8 & 11

 Year 11 Year 12

Stage