

## Bambini School

### Class Assembly Policy

17<sup>th</sup> March 2022

- Teachers are to have a class assembly once every school year.
- A timetable will be drawn and slots assigned henceforth at the beginning of the school year. **For this year, we have had 2. All other classes will have their assemblies in Term 3.**
- If your assembly is subject or topic related, only one topic should be produced. *(Please note that assemblies do not have to be solely subject or topic related and even if, it can also have a short playlet around the topic. Assemblies can be a play about moral value e.g fables etc or a play depicting happenings in our environment)*
- Assemblies should not be more than **30 - 45 minutes. (Year 6 is exempt)**
- Notices should be sent home the week before and a reminder sent the day before.
- Please ensure that you have a production script submitted to the school office 3 weeks before your assembly.
- Script will include;
- **parts and assigned children**
- **props required (Please do not do the barest minimum)**
- **costumes required if any**
- **sound system if required**
- **Ensure that you liaise and follow up with the necessary staff or individuals for whatever you will need e.g. Mr. Monday for sound system.**
- Please also state if you are going to require parent involvement in any aspect of your assembly and in what capacity.
- All props and costumes must be ready the day before.
- If you will need to put anything on a board, please ensure it is up the day before so all you do is mount in the morning.

- If your children are wearing special costumes, have them dress up from home preferably and have their uniforms in their bags.
- When you have a changing session, the first costume should be worn from home.
- Children must be seated 10 minutes to the start time after which parents are called in so you start right on time.
- It is very essential that your children have the correct pronunciation of words since they are presenting beyond the classroom.
- Teachers must of necessity themselves use correct pronunciations in class.
- Please make sure one teacher is on hand to prompt children when stuck.
- When it is time to take pictures, be on hand to arrange your children. It is suggested that you practice how you want the children arranged for pictures before the day so every aspect of your assembly is orderly.