

INTERNATIONAL School OF CAPE TOWN: Assembly Policy at ISCT

ISCT considers assembly a vital ingredient to the stimulating and balanced education provided at the school.

Assembly takes place on Monday and Friday mornings from 7.50 – 08.10am, for the High School, on Tuesdays from 08h00 to 08h30 for KS2 and on Thursdays from 08:30 to 09:00 for the KS1, except where these fall on public holidays or during the school calendar holidays.

The PURPOSE of the assembly is for the students and teachers in the various key stages in the school, to meet in a formal setting from which a sense of community can be gained. It is also an opportunity for all present to receive an **inspirational, moral or spiritual message which will aid the development of individual values** as well as supporting the Christian ethos of the school as set out in the mission statement.

A short devotional prayer would be appropriate either before or after the message.

It is also an ideal time to disseminate information in terms of announcements, activities occurring in the school and corporately celebrate the achievements of deserving students and teams.

It presents an opportunity for the Principal address the students if and when necessary.

Key Stage 3/4/5:

The STRUCTURE of the Assembly is as follows:

- At 07h50 at the sound of the bell, the students should move directly to the assembly point (Dungeon) together with ALL full time staff.
- The Assembly will be called to order by the Head Prefects who will introduce the speaker for the Assembly and act as Master of ceremony for the Assembly. (Either the Principal or the Deputy can do this.)
- The message should be about 8 minutes, as the time allocated for the entire assembly is 15 minutes. This time includes the movement to the assembly.
- Any announcements should be given after the message, from the front of the Dungeon.
- Guest speakers, organised by the Assembly coordinator, should be invited on Fridays. Mondays should be reserved for in-house assemblies and general announcements. Commendations to students should be handed out on Mondays (*when time allows it.*) The bell sounding the end of the assembly should be adhered to.

Friday assemblies: guest speakers should be encouraged to make use of visual aids where possible and should adhere to the values of the school.

All Assembly speakers should abide by the time allocation as it does impact on the rest of the times for the day.

Teachers are allocated a maximum of three duties per year and may interchange dates to suit their schedule as long as the Principal is aware of the changes and that these changes are marked on the assembly roster which appears on the staff notice-board. If a teacher feels strongly that they are unable to fulfill this commitment, they must communicate this to the Principal.

Key Stage 2:

The structure of the assembly is as follows:

- Assembly takes place from 08.30 until 09:00 every Tuesday.
- The children and staff usually assemble in the basement. (Dungeon)
- The children are greeted by the member of staff on duty.
- A hymn or song begins the assembly.
- A theme appropriate to the occasion is delivered by the staff on duty and is ended with a prayer.
- House points and certificates of merit are announced as well as any other commendations.

- Birthdays are celebrated and “Happy Birthday” sung.
- Team sport achievements are recognized.
- Any announcements are made.

The children lead back to class with their teachers

Key Stage 1

The structure of assembly is as follows:

- Assembly takes place from 08.30 until 09:00 every Thursday
- The children and staff usually assemble in the Mable Elliot Hall.
- The children are greeted by the member of staff on duty.
- A hymn or song begins the assembly.
- A theme appropriate to the occasion is delivered by the staff on duty and is ended with a prayer.
- House points and certificates of merit are announced as well as any other commendations.
- Birthdays are celebrated and “Happy Birthday” sung.
- Any announcements are made.

The children lead back to class with their teachers

Updated: 17 May 2016