**House Assemblies; Thursday 16th June 2011 09.30 – 10.15am**

**Updated 6th June 2011**

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|  | **Liberty** | **Equality** | **Inspire** | **Unity** | **Honour** |
| **HoH** | Emma Harvey | Robyn Seward | Gurnaik Sangha | Catherine Toms | Amritpal Aujla |
| **Venue** | Main Hall | LRC | Studio | Sports Hall | 6th form Atrium |
| **SMT support** | AB, AL | KJ, GW | AP, JN | NB, NM | SG, KT |
| **TLR1 support** | ES, SB, AW | CM, AMc, CC, CH | JM, LV, NH, MJ | MW, IK, RS | RS, NM, KB, JS |
| **Seating arrangements** | Chairs | Chairs | Floor | Floor | Benches and chairs |
| **Equipment needs & logistics** | 240 chairs  Projector and sound | 88 LRC chairs  152 chairs from LIB, B2,B4,B8 & main hall | Projector, speakers, table (for the projector). Laptop. Images to be projected onto the wall. | Projector, speakers, table (for the projector). Laptop. Images to be projected onto the wall. | 10 benches to be brought over from the sports centre (120 student seating)  120 chairs from the library and classrooms.  Projector, screen, speakers, table (for the projector) |
| **IT support; HB i/c** | Harjinder Bhambra (Unity) | Sharma Yasin | Lance Wilson-Jackson | Inderjeet Singh | Ravi Singdia (Unity) |
| **Student line up**  **See attached document** | Outside the main hall | Playground by Visions | Playground (see map) | Playground (see map) | Playground (see map) to enter the 6th form via the quadrant. |

Other issues;

* Duration of assembly – 30 minutes; to be finished at 10.15am
* The LRC not to be used from P1 & 2 to allow for set up – KT
* The café and the social area in the 6th form building will be closed from 08.45 to allow for set up. Student will need to use other areas in the building to study in this time – NM
* Letter home to parents for Y10 & Y12 students regarding the extended day – JN
* SMS home to parents of KS3 students – JN/PB
* Information on the website/PEN/SPIN regarding extended day – JN /ATV
* P2 collapsed – KT/JN
* HoH’s to be covered P1 if they are teaching – KT
* Set up of areas to be overseen by HoH’s.
* A level English literature exam x6 students – SG
* The gates connecting the quadrant and the 6th form building to be unlocked at 09.25 – FB/SG

**Assembly protocols;**

* Head of Houses’ i/c of proceedings, with SMT support.
* Students to line up with their form tutors
* On entry, TLR1’s to check uniform.
* SMT to support the seating of students
* Music to be played when students are entering the areas with a visual on the display to engage the students
* Students & staff to wear House badges
* Tutor groups to be seated vertically (where possible) in all areas to allow for mixture of key stages
* HoH’s will establish the protocol with their respective Houses.