

Act of Worship Policy 2025-2026

Rationale and summary

Each week there will be a whole school collective act of worship (AOW) and every year group will have an additional weekly AOW. This will take place in the sports hall for the whole school and the main hall for years 7 – 13.

These weekly acts of worship are pivotal as we seek to embed our vision, values and the Christian character of our school. It is a time when our school community can consider the Christian faith and their own response towards this. It is also an opportunity to share whole school messages, priorities and celebrate successes within the year group.

Each act of worship will follow a theme linked to our vision and values that is set by our school chaplain. This will then be supported by weekly tutor time reflections where each tutor group explore the act of worship theme in more depth.

The whole school AOW will be fronted by the principal/SLT, year group AOWs will be fronted by the head of year relevant to the year group. Important messages will be given out at the start followed by the weekly theme which will be delivered by the principal, a member of the AOW team or a visiting speaker.

1. Act of worship theme

- 1.1 Chaplain will produce a yearly programme for each weekly AOW in consultation with the principal. This will be broken down into a separate plan for each half term. This plan will identify the AOW theme for each week linked to whole school values and biblical quotes.
- 1.2 Chaplain will identify the AOW speaker for each week and year group on the plan.
- 1.3 Chaplain will distribute the AOW half termly plan to the AOW team, leadership, tutors and heads of year at the start of each new half term.
- 1.4 Chaplain will produce and distribute tutor reflection to mirror AOW theme and distribute to form tutors by end of the week preceding the AOW theme.

Part 1: Whole School AOW

1. Fronting Whole School AOW – before the thought for the day

- 1.1 Principal/VP will stand at the front of the main hall to supervise silent entry of staff and students.
- 1.2 Any student not silent or causing a disruption to be removed into the PE studio to be supervised by leadership until the end of AOW.
- 1.3 Once all staff and students are seated principal/VP mutes the music.
- 1.4 Principal/VP welcomes everyone and hands over to those delivering weekly notices.

At the end of thought for the day

- 1.5 Once the thought for the day has finished, after the prayer, the speaker (if not the principal/VP) will hand back to the principal/VP. **NO MORE NOTICES TO BE GIVEN AT THIS POINT.**
- 1.6 The principal/VP asks everyone to stand by saying “please stand”.
- 1.7 The principal/VP will identify tutor group to remain to supervise stacking of chairs.
- 1.8 The principal/VP thanks staff and staff leave. Extended SLT move to their positions to supervise silent dismissal.
- 1.9 The principal/VP asks the students to sit by saying “*please be seated*” and unmutes the music.

- 1.10 The Principal/VP indicates to leadership to dismiss the students a row at a time from each block. The leadership supervises this.
- 1.11 Students **MUST** be silent when leaving the AOW. Members of leadership must send any student who is found talking to the PE studio to be dealt with once all students have been dismissed.

Member of ESLT on dance studio to address non-compliance of students

- 1.12 Explain why it is important to enter and leave silently and sensibly. This is to allow a swift entry and exit to the AOW and save time. It is also to allow themselves and others the space to read the notices and think about the message that has been delivered. If they are talking they are not showing **Integrity**, which is doing the right thing, or **Humility**, which is thinking more about others than ourselves. As these are two of our core values, we are not prepared to accept behaviours that do not demonstrate these values and as such they will receive a consequence.
- 1.13 You must sign each of their conduct cards with a negative for lack of Integrity or Humility. Ensure everyone remains until all conduct cards have been signed. Once this is done dismiss them one at a time in silence. If anyone does not leave in silence, sign their conduct card again, if you must sign their card a third time add them to whole school detention list.

2. Whole School AOW notices

- 2.1 Weekly notices will be added to the notices list by 9am Monday morning. These can be found on *X-Drive-All staff – Act of Worship – Whole school notices*.

Senior team notices

- Weekly attendance broken down by year groups
- Weekly positive points broken down by year groups
- Weekly removals from lessons broken down by year groups
- Weekly exclusions broken down by year groups
- Number of bullying incidents reported and dealt with
- Winners of most recent house events, issuing of certificates etc. - SLT
- Celebration of success, student and whole school – SLT/house leaders/captains
- Positive comments from visitors to school - SLT

Additional notices

- Upcoming house events – heads of house to promote
 - Sports reports of latest fixtures – PE staff/team captains to read out
 - Upcoming sports fixtures, training etc beyond P6 – PE staff/team captains
- 2.2 After the notices the principal/VP returns to the front to deliver the thought for the day

3. Whole school thought for the day

- 3.1 If there is a visiting speaker they must arrive by 2.15pm and be accompanied to the AOW by the member of the AOW team who has invited them. They must be introduced to the principal/VP and any relevant information that they want to share with students about them communicated at this point.
- 3.2 If a visiting AOW speaker, they should sit at the front of the AOW as the principal/VP supervises silent entry into the AOW.
- 3.3 At by 2.45pm all notices and celebrations must have taken place. Once all notices have been given out, the AOW speaker, if not the principal/VP, is introduced and the principal/VP sits down on one of the chairs at the front alongside the member of leadership.
- 3.4 Principal/VP/AOW speaker delivers the thought for the day on the theme and bible verse as specified by the chaplain on the AOW plan.

Developing people of good character, who achieve excellence and make a positive contribution to their communities”

- 3.5 At 3.05pm the thought for day will end. At the end of the thought for the day, the AOW speaker asks everyone to bow their heads.
- 3.6 AOW finishes with a prayer. At the end of the prayer the AOW speaker (if not the principal/VP) hands over to the principal/VP who is fronting. AOW speaker sits back in the chair alongside the members of LEADERSHIP.

4. Member of LEADERSHIP

At the start of the AOW

- 4.1 The whole school AOW plan (see appendix 1) will identify the positions for members of leadership to supervise the AOW worship entry.
- 4.2 Leadership will arrive promptly for the start of the AOW, and position themselves as shown.
- 4.3 Leadership will assist tutors in ensuring students are lined up in boy/girl order in each tutor group, that all uniform is correct and being worn correctly and they are silent.
- 4.4 Once all students are silent leadership will move to the sports hall door and supervise entry into the sports hall one tutor group at a time.
- 4.5 As students enter leadership will check uniform is correct and being worn correctly. If not, send students to the PE studio through the nearest available door.
- 4.6 Any students who are not silent must be sent to the PE studio through the nearest available door.
- 4.7 Once all students and staff are in and seated take your place in the allocated seats as per the plan.

At the end of the AOW

- 4.8 When the principal/VP indicates, move to your designated position in the hall ready to supervise dismissal.
- 4.9 The principal/VP will indicate when to start dismissal. When this is given dismiss your block a tutor group at a time. Move along the rows supervising the silent exit from the hall.
- 4.10 If any student is not silent send them to the PE studio.

5. Students entering and leaving whole school AOW

- 5.1 Students go straight to tutor rooms at the start of P6, the tutor will take the register and students will remove coats and bags.
- 5.2 Tutors to arrange group into boy/girl order and check that uniform is perfect.
- 5.3 Tutors lead tutor group to the sports hall and assembly in designated area outside the hall in boy/girl order (see appendix 1). All students to be lined up by 2.30pm.
- 5.4 All students must be seated in the hall in silence by 2.35pm so AOW can commence.
- 5.5 Students must enter and leave in silence. Any student talking or disrupting others must be placed in the PE studio to be dealt with by the member of leadership at the end of the AOW.
- 5.6 Students enter the hall in silence. leadership will check all uniform as students enter.
- 5.7 Students will fill in the seats from the front with a seat left at the end of the row for the form tutor to sit.
- 5.8 The tutor will accompany the last member of their tutor group into the hall and sit in the seat at the end of the row nearest to their tutor group.
- 5.9 At the end of the AOW students must stand when requested as a sign of respect for staff and tutors as they leave. Tutors must return to their tutor rooms.
- 5.10 When requested students must sit in silence and wait to be dismissed.
- 5.11 The principal/VP will indicate to the members of leadership to begin dismissal of students. Students must return to their tutor rooms to collect their bags and coats. They will be dismissed by their tutor at 3.15pm.
- 5.12 ESLT will dismiss the students a tutor group at a time, **from the back of each block**. Students to leave by their designated door.
- 5.13 Any students who are not silent when requested will be kept behind at the end of the AOW.

Part 2: Weekly year group Acts of Worship

1. Weekly year group AOW notices

- 1.1 Head of year will produce scrolling weekly notices for each year group ahead of the weekly act of worship. These must be completed for the previous week using the AOW template found on x-drive –AOW – week (relevant week number):
- 1.2 Weekly attendance broken down by tutor groups
- 1.3 Weekly positive points broken down by tutor groups
- 1.4 Weekly removals from lessons
- 1.5 Weekly exclusions
- 1.6 Number of bullying incidents reported and dealt with

2. Fronting weekly year group Acts of Worship

At the start of the thought for the day

- 2.1 Head of year collect tutor group registers from student reception.
- 2.2 Head of year arrives at the main hall by 8:20am to log on to computer and load the scrolling notices. Ensure the music is playing at a suitable volume for students to hear as they enter the hall.
- 2.3 Head of year stands behind the lectern/at the front to supervise silent entry into the hall. No-one should engage in conversation with the students and any students who are talking **MUST** be challenged and sent the back of the hall where the member of Leadership will deal with at the end of the AOW.
- 2.4 When all students and staff have entered the hall and are seated, the head of year mutes the music and welcomes the students.
- 2.5 Head of year stage reads out the weekly notices as per the scrolling messages. Congratulates for attendance, positive behaviour points and any improving tutor groups (to be kept positive, negative behaviour dealt with elsewhere).
- 2.6 Head of year introduces the AOW speaker and hands over to the member of the AOW team to deliver the thought for the day.
- 2.7 Head of year must look at the speaker throughout the delivery of the thought.

At the end of the thought for the day

- 2.8 Once the thought for the day has finished, after the prayer, the speaker will hand back to the head of year.
NO MORE NOTICES TO BE GIVEN AT THIS POINT.
- 2.9 The head of year asks everyone to stand by saying "*please stand*".
- 2.10 The head of year thanks staff and staff leave. The head of year thanks the member of Leadership who gets up and moves to the middle of the first row of students to supervise dismissal.
- 2.11 The head of year asks the students to sit by saying "*please be seated*" and unmutes the music.
- 2.12 The head of year dismisses the students a tutor group at a time. The member of Leadership supervises this.
- 2.13 Students **MUST** be silent when leaving the AOW. The member of Leadership must send any student who is found talking to the back of the hall to deal with once all students have been dismissed.
- 2.14 **Do not dismiss the students placed at the back of the hall for non-compliance.**
- 2.15 Once all students have left, log off the computer and turn off the projector

3. Thought for the day

- 3.1 AOW speaker arrives at the main hall by 11:20am if not teaching. If teaching proceed immediately after dismissing your class to the hall. Ensure all resources are placed in x-drive in the assembly folder so they are easily accessible so that all resources are ready and any presentations are loaded ahead of the students arriving.

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- 3.2 If there is a visiting speaker they must arrive before 8:20am and be accompanied to the AOW by the member of the AOW team who has invited them. They must be introduced to the head of year and any relevant information that they want to share with students about them communicated at this point.
- 3.3 AOW speaker sits at the front of the AOW as the head of year supervises silent entry into the AOW.
- 3.4 Once all notices have been given out, the head of year introduces the AOW speaker and then sits down on the chairs at the front alongside the member of Leadership.
- 3.5 AOW speaker delivers the thought for the day on the theme and bible verse as specified by the chaplain on the AOW plan.
- 3.6 At the end of the thought for the day, the AOW speaker asks everyone to bow their heads.
- 3.7 AOW finishes with a prayer. At the end of the prayer the AOW speaker hands over to the head of year fronting. AOW speaker sits back in the chair alongside the member of Leadership.

4. Member of Leadership

At the start of the AOW

- 4.1 The AOW plan will identify the member of leadership who is supervising the AOW worship.
- 4.2 Leadership will arrive promptly for the start of the AOW, no later than 8:25am.
- 4.3 Leadership will assist tutors in ensuring students are lined up in boy/girl order in each tutor group, that all uniform is correct and being worn correctly and they are silent.
- 4.4 Once all students are silent leadership will move to the hall door and invite each tutor group to enter the hall one at a time.
- 4.5 As students enter leadership will check uniform is correct and being worn correctly. If not, send students to the back of the hall to deal with during break. They must also check that coats and bags are removed and placed under chairs before sitting down.
- 4.6 Any students who are not silent must be sent to the back of the hall to deal with during break.
- 4.7 If students continue to disrupt at the back of the hall, remove them altogether and send them to the corridor outside of the 6th form common room (double doors at the back) assign a member of staff to escort this student to student reception where they will be put on the detention list and remain until break.
- 4.8 Once all students and staff are in and seated take your place in the seats at the front of the hall alongside the AOW speaker.

At the end of the AOW

- 4.9 When the head of year thanks you, move to the middle of the rows in the hall ready to supervise dismissal.
- 4.10 The head of year will dismiss tutor groups one at a time. Move along the rows supervising the silent exit from the hall.
- 4.11 If any student is not silent send them to the back of the hall to deal with at break.
- 4.12 Once all students have been dismissed, apart from those at the back for non-compliance, move to the back of the hall to address those who have remained behind.
- 4.13 Explain why it is important to enter and leave silently and sensibly. This is to allow a swift entry and exit to the AOW and save time. It is also to allow themselves and others the space to read the notices and think about the message that has been delivered. If they are talking they are not showing **Integrity**, which is doing the right thing, or **Humility**, which is thinking more about others than ourselves. As these are two of our core values, we are not prepared to accept behaviours that do not demonstrate these values and as such they will receive a consequence.
- 4.14 You must sign each of their conduct cards with a negative for lack of Integrity or Humility. Ensure everyone remains until all conduct cards have been signed. Once this is done dismiss them one at a time in silence. If anyone does not leave in silence, sign their conduct card again and send them to isolation for the remainder of break.

5. Students entering and leaving AOW

- 5.1 Students go straight to the hall and line up in tutor groups in boy/girl order.
- 5.2 Leadership will collect tutor group registers from the head of year and register students as they arrive and ensure they are silent before they enter the hall.
- 5.3 Leadership will check all uniform is correct and being worn correctly. Bags and coats must be removed before entering the hall and placed under each student's seat.
- 5.4 Students must enter and leave in silence. Any student talking or disrupting others must be placed at the back of the hall to be dealt with by the member of leadership at the end of the AOW.
- 5.5 Students enter the hall in silence. Leadership will check all uniform as students enter.
- 5.6 Students will fill in the seats from the front with a seat left at the end of the row for the form tutor to sit.
- 5.7 Leadership will pass tutor registers to head of year at the end of the AOW.
- 5.8 Once the tutor group is seated and all bags placed under chairs the form tutor sits at the end of a row for their tutor group.
- 5.9 At the end of the AOW students must stand when requested as a sign of respect for staff as they leave.
- 5.10 When requested students must sit in silence and wait to be dismissed.
- 5.11 The head of year will dismiss the students a tutor group at a time, supervised by the member of leadership.
- 5.12 Any students who are not silent when requested will be kept behind at the end of the AOW.

Appendix 1:

Whole School Act of Worship – Map and Guidance for Seating

- Each year group will be allocated 1 block of seating as per the map below and must enter via the correct doors and follow the green arrows to fill the blocks of seating.
- Tutors are to sit with their tutor group at the end of the row, if there is not enough seating then please sit at the back of block 1 or block 2.
- SLT are to be stationed at the external doors ensuring that students are lined up in silence and that uniform is correct (bags must not be brought to assembly.) Blazers must be worn and students will be only be informed by the principal/VP if they can be removed.
- TAs, support staff and teaching staff not connected to a tutor group are to fill the banks of seating from the back rows in block 1 and block 2.
- Senior members of staff need to be stood at the front of the banks of students whilst they enter and dismiss to ensure that behaviour is acceptable and then take a seat at the back of that bank.
- At the end of whole school assembly:
 - All students will be asked to stand and staff will be invited to leave. Please could tutors wait at the correct external doors to collect their tutor group and escort them back to the tutor base in silence.
 - SLT will return to their designated positions.
 - SLT are to dismiss the students in silence one row at a time starting at the back. Students are to exit through the same door that they entered through and meet their tutor to return to the tutor base.

