

TEACHER LED ASSEMBLY USER GUIDE

Explore some activity ideas for your assembly!



MESSAGE

The morning assembly is a cherished tradition in schools around the world, serving as a daily gathering that unites students and staff in a shared space of learning and reflection. It is during these moments that we set the stage for the day ahead, fostering a sense of community, discipline, and enthusiasm among all participants. The Teacher-led Assembly User Guide has been developed to enhance this essential practice, providing educators with innovative tools and activities to make each assembly engaging and impactful.

In an era where student engagement is more crucial than ever, this book aims to transform the morning assembly into a dynamic platform for creativity and collaboration. Within these pages, you will discover a variety of activities designed to spark interest and participation from students of all ages. From interactive discussions to creative performances, each activity encourages students to express themselves, share their ideas, and connect with their peers.

The importance of morning assemblies extends beyond routine; they are opportunities to instill values, celebrate achievements, and promote emotional well-being. The Teacher-led Assembly User Guide emphasizes the significance of these gatherings by offering activities that not only entertain but also educate. By integrating themes such as cognitive, physical, emotional and social development into your assemblies, you can create an environment that nurtures both academic success and personal development.

As you explore this book, we encourage you to adapt the activities to suit the unique needs of your school community. Flexibility is key; feel free to modify or expand upon the ideas presented here to ensure they resonate with your students. Our goal is to empower educators to create memorable experiences that inspire students and foster a positive school culture.

We hope this User Guide serves as a valuable companion in your journey to enrich morning assemblies in your school. Together, let us cultivate an atmosphere where every student feels valued and motivated to contribute, making each assembly a highlight of their school day.



Shri. Swapnil Tembe, IAS

State Project Director, SSA &

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Date: 15 November 2024

MESSAGE

In the vibrant tapestry of school life, the morning assembly stands out as a cornerstone of community, learning, and personal growth. It is more than just a gathering; it is a daily ritual that sets the tone for the day ahead, fostering a sense of belonging and unity among students and staff alike. This Activity Book on School Morning Assembly is designed to enhance this vital tradition, providing engaging resources that inspire creativity, reflection, and participation.

Morning assemblies serve numerous purposes: they instill discipline, promote values, and encourage public speaking skills. They are an opportunity for students to come together, share their achievements, and celebrate their diversity. Each assembly is a chance to cultivate an environment where respect, empathy, and collaboration flourish. This book aims to enrich that experience by offering a variety of activities that not only engage students but also deepen their understanding of the significance of these gatherings.

Within these pages, you will find a wealth of ideas—ranging from thought-provoking discussion prompts to creative expression activities—that can be seamlessly integrated into your morning assembly routine. Each activity is thoughtfully crafted to encourage student participation and reflection, making assemblies more interactive and meaningful. By incorporating these elements, we hope to transform morning assemblies into vibrant platforms for learning and growth.

As educators, we have the unique opportunity to shape the minds and hearts of our students. The morning assembly is a powerful moment each day where we can inspire them to become responsible citizens, compassionate leaders, and lifelong learners. We invite you to explore this Activity Book with enthusiasm and creativity. Let us work together to make our morning assemblies not just a routine but a cherished experience that resonates with every student.

May this book serve as a valuable resource in your journey to enrich the morning assembly experience in your school. Together, let us nurture a culture of positivity, engagement, and community spirit that will leave a lasting impact on our students for years to come.

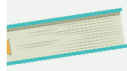


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Date: 15 November 2024



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INTRODUCTION

Our schools offer numerous opportunities for children to learn beyond the classroom, and one such activity is the morning assembly. A well-organized assembly is an essential part of the school curriculum and holds significant importance.

School assemblies are important for various reasons, such as:

- To create a morning assembly environment where the majority of children actively engage in the activities.
- To establish a space for the holistic development of children by incorporating activities from various domains, including physical, cognitive, social, emotional, and language.
- To provide an opportunity for children to grow and showcase their skills, such as collaboration, ownership, and leadership abilities.
- To promote a sense of belonging among students, teachers, and staff.
- To instill discipline, a sense of routine, and a structured start to the day.
- To create an atmosphere where all students feel energized and ready to begin their day after the assembly.



PROJECT: TEACHER-LED ASSEMBLY

As a first step toward establishing a consistent and engaging routine for morning assemblies, teachers—who are closest to the students—can be directly involved in shaping the assembly into a space for expression.

The Teacher-led Assembly Project, therefore, aims to empower teachers as the primary leaders of the morning assembly. Teachers will collaborate with the Head of School in planning and conducting the assembly.





While the morning assembly will be done every day, the activities range across different developmental areas like cognitive, physical, emotional, social and language. These activities play a crucial role in promoting the requisite values in the students and making the assemblies a fun and interactive space for the students to participate and engage in.





TASK-WISE TIMELINE

The following timeline is only a suggested schedule. This can be modified and adjusted according to the convenience of the school, keeping the weekly agenda as it is to the extent possible.

SL.NO.	TASK (there are learning resources provided in the next section to accomplish each task)	TIMELINE	
01	Invite all teachers to a discussion/meeting to plan assembly together	Week 1	Day 1
02	Create an assembly plan (assigning teachers weekwise) to be conducted for a month		Day 2
			Day 3
03	Refer to the checklist for Conducting an Assembly		Day 4
04	Put together all the necessary resources and materials		Day 5
05	Conduct the assembly as per the plan	Week 2- Week 5 (1 month)	Every day
06	Conduct a review meeting		Last day of each week
07	Plan for the upcoming month	Week 5	Last two days of months.



TASK DETAILS

Note: Click on the underlined text to access the resources

WEEK 1 - DAY 1

All the teachers and head of school meet together to discuss some ideas about morning assembly.



SCHOOL NAME:

STAFF MEETING

Date:

Time:

Venue:



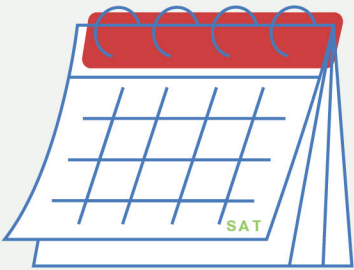
Plan to revamp our morning assemblies with creative activities and active students' participation

AGENDA FOR THE MEETING:

- Discuss how creative activities can be useful in revamping morning assemblies
- Create a plan for morning assemblies
- Assign duties for the implementation

DAY 2

For different weeks, different teachers can be assigned to plan and conduct assemblies with the Head of School or the assembly in charge. A monthly calendar can be created by referring to the Itemized Monthly Calendar.




OCT

FOCUS AREAS

- To enhance cognitive skills
- To develop socio-emotional skill
- To build leadership skills
- To build awareness about the special events

Scan the QR Code to know more about activities



[CLICK here to know more about the activities](#)

SUN	MON	TUE	WED	THU	FRI	SAT
		<div>1</div> <div>Read and Enact</div>	<div>2</div> <div>Gandhi Jayanti</div>	<div>3</div> <div>Let's Draw</div>	<div>7</div> <div>Tongue Twister</div>	<div>5</div>
<div>6</div>	<div>4</div> <div>Mass physical training</div>	<div>8</div>	<div>9</div> <div>Theatre</div>	<div>10</div> <div>Mindful Breathing</div>	<div>14</div> <div>Riddles</div>	<div>12</div>
<div>13</div>	<div>11</div> <div>Yoga</div>	<div>15</div> <div>Poem recitation</div>	<div>16</div> <div>Expert Talk - Peer Influence</div>	<div>17</div> <div>Mirror Mirror</div>	<div>21</div> <div>News Reading</div>	<div>19</div>
<div>20</div>	<div>18</div> <div>Meditation</div>	<div>22</div>	<div>23</div> <div>Express with face</div>	<div>24</div> <div>Red Light Green Light</div>	<div>28</div>	<div>26</div>
<div>27</div>	<div>25</div> <div>Poses and Exercises</div>	<div>29</div> <div>Retell the Tale</div>	<div>30</div>	<div>31</div> <div>Good Morning</div>		

Cognitive Activity

Physical Activity

Social Activity

Emotional Activity

Language Activity

Holidays/ Special Days

In this step, Activity Handbook can be referred to to plan different kinds of activities that can be done with the students.



Activity Handbook

STEPS TO CREATE CALENDAR

The Head of School and teachers should collaborate to create this monthly calendar for the morning assembly.

- The Head of School (HoS) and teachers will decide which focus area to assign to each day of the week. For example: Mondays: Physical Activity, Tuesdays: Social Activities etc
- After deciding the focus areas, the HoS and teachers will either print a monthly calendar or create a simple hand-drawn version.
- Assign a color to each focus area (e.g., Blue for Cognitive Activity, Green for Emotional Activities, etc.).
- Color the boxes on the calendar according to the focus area for each day.
- The HoS and teachers will refer to the activity book to choose activities that match each focus area.
- They can adjust or modify the activities based on the students' needs.
- After adding the activities to the calendar, the HoS will assign specific teachers to lead the activities on the designated days.




OCT

FOCUS AREAS

-
-
-
-
-

Scan the QR Code to know more about activities



This is a suggestive template. Add activities as per your convenience.

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Cognitive Activity

Physical Activity

Social Activity

Emotional Activity

Language Activity


Holidays/ Special Days

NOV

FOCUS AREAS

-
-
-
-
-

Scan the QR Code to know more about activities



This is a suggestive template. Add activities as per your convenience.

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Cognitive Activity

Physical Activity

Social Activity

Emotional Activity

Language Activity

Holidays/ Special Days

08

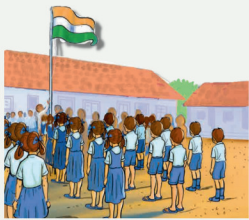
DAY 3

The teachers can use the planning template to create a weekly plan of the activities.

Day	Special activity	Status	Remarks	Class/Group
Monday		<input type="checkbox"/>		
Tuesday		<input type="checkbox"/>		
Wednesday		<input type="checkbox"/>		
Thursday		<input type="checkbox"/>		
Friday		<input type="checkbox"/>		

The Sample assembly flow can be referred to take a look at how the assembly flow will look on the day of the assembly.

05 Min- Prayer/Folk song/cultural song/ Motivational Song



10 to 12 Min- Special Activity



03 Min- National Anthem & Closing



DAY 4

After the monthly and weekly planners are created, it will be helpful to use a Checklist for Conducting an Assembly (you can modify them according to the needs of the school), to check all the requirements for the assembly are done.

Before the assembly

1. Teacher Discussion - Invite all teachers and discuss the importance of teacher led assembly
2. Plan together - Discuss and plan the themes activities, flow and structure of assembly
3. Month at a glance - Make the monthly overview calendar for what will be done during the month
4. Weekly Planning - Create a weekly plan of the activities by assigning teachers
5. Sketch out each day - Make a detailed plan for each assembly day which includes
6. The activities, materials and the flow of the assembly.
7. Gather necessary supplies - Create a list of resources, activity materials and members to
8. be ready for the assembly day and gather them together.

During the assembly

1. Make sure everyone is ready - Confirm that everyone is prepared for their activities.
2. Double-check tech equipment - Test the audio and video equipment carefully to prevent any issues.
3. Hand out needed materials - Distribute items like activity lists and questionnaires in advance.

DAY 4

During the assembly

- 1. Ask for staff support when needed - Staff can assist by demonstrating skills to the audience and managing the students or crowd. ☐
- 2. Begin with a norms reminder - Use a friendly tone to go over the rules and expectations for the month. ☐
- 3. Promote active participation - Ensure that everyone has a chance to take part and stay involved. ☐
- 4. Step in when needed - If something unexpected occurs, pause, handle the situation, and then carry on. ☐

After the assembly

- 1. Review Meeting - Hold a meeting with the assembly organizers to discuss the successes and challenges, and to recognize everyone's contributions. ☐
- 2. Gather suggestions/feedback - Collect written feedback and suggestions from students, teachers, guests, community members, and others. ☐
- 3. Document learnings - Keep a record of activities, materials used, people involved, achievements, and areas for improvement. ☐
- 4. Plan ahead - Use the last few days of the month to prepare for the next month, creating a monthly overview and weekly plans. ☐

DAY 5

On the final day of planning, teachers and other members can take some time to gather all the resources needed for the upcoming assemblies.

WEEK 2 - WEEK 5

The assemblies will be carried out each day according to the plan. Teachers should keep the assembly plan, activity handbook, and checklist easily accessible for reference throughout the project. After each assembly, the team can come together briefly to prepare for the next day's assembly.

LAST DAY OF EACH WEEK

On the last day of each week, the Head of School and the teachers conducting the assembly can come together to reflect on how the assemblies went throughout the week. They can discuss the successes and challenges and brainstorm ideas for improving future assemblies.



Plan and conduct the tasks better. The review meeting will happen on weekly basis. To conduct an effective review meeting, you can refer to these documents- Purpose of Review meeting and Process of Review meeting.



Review meeting -
Process



Review Meeting Purpose

1. To reflect on the process
2. To improvise the structure & process
3. To discuss planned vs achieved goals
4. To brainstorm on new ideas
5. To recognize & appreciate the efforts
6. To discuss the way forward

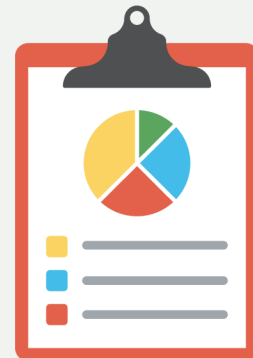
LAST DAY OF WEEK 5

As a month wraps up successfully with a series of well-conducted assemblies, it's important to plan ahead for the next month to ensure student participation and engagement continue to grow. To maintain this momentum, the Itemized Monthly Calendar and Planning Template can be utilized.



MEASURE YOUR PROJECT STATUS

Consider this section as a checklist for your project. Tick off each stage of the project one by one as and when it is completed.



The teachers meet to discuss and plan about the morning assembly



Planned the structure and process of implementing the project



Conducted the project according to the plan for a week



Conducted the project according to the plan for a month



Reflected and collected feedback about the wins and challenges of the project from the teachers



Planned the next steps of action to continue the project effectively



SELF- EVALUATION OF THE PROJECT

Once the project begins, it's important to check the progress and impact of your actions. Use the boxes to write down your self-evaluation.

Weekly Evaluation

- 1.Number of activities from the handbook implemented in the morning assembly in a week
- 2.Average percentage of students who participated in the activities in a week
- 3.Average percentage of completion of tasks and activities planned for the assembly in a week

Monthly Evaluation

- 1.Number of review meetings conducted with the teachers in a month
- 2.Percent of teachers who were involved in planning and conducting the assembly in a month
- 3.Percent of students and teachers who felt that the activities and new plan was useful/impactful

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