



Oxenhope CE Primary School

**Certificates, Awards and
Celebration Assembly Policy**



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Our School Vision

We are a community where each person is valued by God. We nurture confidence, delight and discipline in seeking the skills needed to shape life well.

Life in all its fullness; John Chapter 10 v 10.

At Oxenhope our school values are:

<p style="text-align: center;">Love</p> 	<p>'Love your neighbour as yourself' Luke 10 v 27 Just like Jesus was 'moved with compassion' we want to instil the children of Oxenhope with selfless kindness towards others. The ultimate aim is to do good to other people, whoever they may be.</p>
<p style="text-align: center;">Service</p> 	<p>'Serve one another in love' Galatians 5 v14 At Oxenhope we actively seek opportunities to work together to help others in both our local and wider communities. As even Jesus washed the disciple's feet we can learn from his example and seek to do good where we can, both locally and globally.</p>
<p style="text-align: center;">Forgiveness</p> 	<p>'Forgive us our sins as we forgive those who have sinned against us.' Luke 11 v 4 These are the words we quote in our school prayer. As we appreciate how much we have been forgiven, we can forgive others.</p>
<p style="text-align: center;">Courage</p> 	<p>"Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go." Joshua 1 v 9 It is important that the children go from Oxenhope with a determined strength that they can bravely overcome whatever challenges they are faced with.</p>
<p style="text-align: center;">Endurance</p> 	<p>'Be joyful in hope, patient in affliction, faithful in prayer.' Romans 12 v 12 Jesus' followers are challenged to think of life like a race. However - NOT a short sprint but a marathon! The bible says that we are made stronger for the future every time we endure and refuse to give up. We teach our children to persevere and not give up hope.</p>
<p style="text-align: center;">Respect</p> 	<p>'So, in everything, do to others what you would have them do to you.' Matthew 7 v 12 At Oxenhope we teach children how to value others, whoever they may be, and celebrate what makes us different and unique.</p>

Aims and ethos

At Oxenhope we like to take time to celebrate each other's successes. These can be from home or within school.

In keeping with our ethos, we feel that Celebration Assembly is an important time for the school to be proud of each other. We aim to make sure that all children feel valued and have their special moment in Celebration Assembly. We want to open our doors to families and share in the joy of our special children together.

The aims of this policy are to ensure that there is clarity in expectations for parents, carers, children and staff around procedures for awards, certificates and Celebration Assembly in school.

Celebration Assembly and parent and carers attendance at Oxenhope C of E Primary

Celebration assembly happens on Fridays (occasionally this day may change due to holidays or school events). These are led by the headteacher or in exceptional circumstances Key Stage Leaders or class teachers. Parents or carers of children who are receiving a certificate are invited to attend and they will receive notification through either a phone call, text, email, conversation or slip home from a member of school staff on the Wednesday before the Friday assembly. Unfortunately, more notice cannot be given due to the logistics of the awards and assembly timings. Parents and carers are more than welcome to send a friend or other family member as a representative if they are not able to attend the assembly themselves. There is a two person per child limit on who can attend celebration assembly for one child.

Certificates and Awards from Oxenhope – Frequency and who receives the awards

Star of the Week

Star of the week award is a certificate which is given weekly by the class teacher in all classes. Each week two children are chosen. These children will have shown characteristics of good learning. Over the course of each year, each child should receive the minimum of two star of the week certificates. These are presented to the child in Celebration Assembly.

Presentation Awards

Each week one child from each class will be presented with a certificate about a piece of work from any area of the curriculum which shows exceptional presentation progress for that child (taking into account their individual starting point). This work is then displayed

in the hall with a piece from September or the previous year to demonstrate progress. Over the year each child will receive this award at least once.

Attendance

We celebrate 100% attendance for the term and the year. We also celebrate weekly attendance for classes (see attendance policy). Attendance for the term for individuals is celebrated in classrooms with class teachers. 100% attendance for the year is celebrated at the end of the year in the final celebration assembly. These children receive a certificate. We do not invite the parents or carers of the children receiving these awards to the assembly.

Pen Licences

Pen licences are given when a teacher sees sustained effort with presentation and handwriting. These certificates and pen are given when the children earn their pen licence. They will be presented in class and at the teacher's discretion

Head Teacher Awards

Each week the headteacher chooses two children who they have noticed around school for a reason of the head teachers' discretion.

Star of the term

At the end of each term, each class teacher will choose a boy and a girl who have shown excellent qualities in their work, behaviour or attitude or made excellent progress. These are chosen at the class teacher's discretion.

Sporting certificates and awards

At points in the year, school will organise and attend different sporting events. Occasionally these events will earn the children a certificate or award. These are presented at the next available celebration assembly after the school receives the prizes and certificates in school. Children can also bring achievements in from sporting events they have done in their own time and these are celebrated in classrooms. We do not invite the parents or carers of the children receiving these awards to the assembly.

Certificates and achievements from home

Children are encouraged to bring in awards they have received from clubs and hobbies they do outside of school. These will celebrate in their classroom at a time to suit the class teacher. If the award is deemed to celebrate an outstanding and 'out of the ordinary' achievement, then the headteacher may wish to celebrate this in the whole school Celebration Assembly but this is at the head's discretion.

End of year awards

At the end of each school year, the year 2 and year 6 teachers, together with the head teacher, nominate children to win awards. These are a culmination of excellence of the years in the Key Stage.

The awards are:

- KS2 Girl
- KS2 Boy
- KS1 Girl
- KS1 Boy
- KS2 Community
- KS1 Community
- KS2 Singing
- KS2 Performance
- KS2 Curriculum Excellence
- KS2 Sporting Endeavour
- KS2 Sports Personality Boy (Nominated by the Year 6 children)
- KS2 Sports Personality Girl (Nominated by the Year 6 children)
- KS2 Head Teacher Award Boy
- KS2 Head Teacher Award Girl

These awards remain in the school trophy cabinet and are engraved with the child's name and the year they won the award.

Logistics of Celebration Assemblies

Music during Celebration Assembly

Unlike during other assemblies, the school do not sing in this assembly. However, there may be a performance from certain groups of children which would celebrate achievements in performance on in class learning.

There will be music for the children to walk in and out of assembly to. This can be from the whole school songs or a more modern track. The music should be uplifting and celebratory and feature an element of being proud, happy or reaching goals.

Photography during assemblies

Due to safeguarding reasons we do not allow any photography or filming by family members or friends while the assembly is taking place. This is to keep our most vulnerable children safe.

However, at the end of the assembly, visitors are welcome to take a photo of the child or children they have come to see. This photo must not include any other children in the background or frame.

If parents are taking photos of children for parents who cannot attend the assembly, they must first seek permission from the head teacher or the staff member running the assembly. They must show evidence of permission in the format of a text message, note of email from the child's parent or carer.

School will photograph or film assemblies occasionally with school devices and these will not leave the school building and will adhere to our relevant policies.

If parents, carers or friends of the child's family break the rules of photography and filming as outlined in this policy, then they will be asked to delete the photographs or films taken in sight of the most senior member of staff present in the building, If this action is refused, then the police will be contacted. They will be asked to leave the event and may be banned from future events.

Publishing awards

We will publish the first names of children (not year groups) winning weekly awards on our website. Occasionally we may publish achievement more widely such as on Facebook, the local news or TV. Parental and carer permission will be sought for this type of publicity.

Timings, lateness and special requests from parents and carers

Assemblies will start promptly and last for approximately 40 minutes. Parents and carers will be welcomed in even if they are late and may leave before the end if needed.

Occasionally parents and carers may make requests for their child to receive their award first. This is entirely appropriate and we will do our best to accommodate this, however a request must be made to the class teacher on or before the day of the assembly. This is to ensure smooth running of the assembly.