

## How to... SPEAK AT AN ASSEMBLY

Follow the '4P' guide:

### Permission

Always ask permission from your class teacher or head teacher to take part in an assembly as they may be able to help you.

### Plan

Always work out a plan for your assembly. You will have to decide whether you want to do a fashion show, a talk, a short play or a rap, song or poem. You may also have a super idea of your own. You could also get other pupils from your class or other classes to help.

### Prepare

Give yourself plenty of time to prepare your assembly. You may have to get help from other pupils or adults. Sort out any costumes or props you may need and make any posters, banners, etc. You may need to do two assemblies – one for the infants and one for the upper school.

### Practice

Give yourself plenty of time to practice your assembly. Try and ask for some time to get together with your helpers and go through the material you have prepared.