

## Performing an Assembly - Teacher's Guide – what to do step by step during and after assembly

### ✓ **Prepare technology**

Microphones, system, camera, ... Prepare zoom option in all classes when performing digitally

### ✓ **Arrival of students and pedagogues**

Spontaneous allocation of seats by teachers, no exact specifications – depending on the arrival of the classes in the gym, consideration: smaller ones sit in the front

*Start time* - 15 minutes after the start of the lesson

### ✓ **Welcome by the principal of Primary School for Pre-service Classroom Teaching**

Welcome and discussion of current schoolhouse-related topics, organizational and educational topics, what's new? No social issues, but school topics with current relevance

o Celebrations in the annual cycle

### ✓ **Implementation of the individual program items and contributions**

- o Class projects with special topics
- o Children and classes show performances
- o social – emotional input
- o Possible celebrations in the annual cycle
- o Summary by moderation
- o Ending with the school song (Singing a closing song together; in the Primary School for Pre-service Classroom Teaching: singing the school song)

### ✓ **Follow-up**

- o Dismantling technology / Store and return equipment/ Note points that are important for the next assembly
- o Prepare website report/social media report
- o View and select photos, write reports
- o Debriefing and reflection in the classes
- o Exchange about the joy of the experience, be able to express appreciation, learn to endure disappointment and frustration, reflection of the social-emotional input