

Performing an Assembly - Teacher's Guide – what to do step by step before assembly

✓ Responsibilities – divide responsibilities between pedagogues

Moderation (through the principal), technical representative (micro-phones, system and amplifiers, ...), photographer, website representative for collective reports for publication (school website, social media)

✓ Preparation in the pedagogical team

- Report and coordination of the performances to the moderation → maximum number of contributions from the classes, so that the period of about one teaching unit is not exceeded
- Implement parallel exercises in everyday school life, to thematically add to the assembly, for example a monthly reading puzzle for all classes (*see supplement*)
- Prepare social inputs - for example, non-violent communication
- Prepare various awards/buttons
- Prepare required materials for individual program points

✓ Preparations in the classes

- Prepare contributions in the classes for assembly
- Prepare the elections of the "Herzkind" (class "heart child") with the help of various voting models in the individual classes.
- Discuss behavior at the assembly, for example, dealing with enthusiasm, frustration, disappointment, actively participating in exercises, regulate emotional behavior and learning social norms, learning to express appreciation and recognition, strengthen frustration tolerance

✓ Notification of contributions

- Report contributions of the classes by e-mail up to 2 days before assembly to the principal's office
- Observe the maximum number of contributions from the classes so that the period of approx. one teaching unit is not exceeded (3 to 4 contributions are possible)
- Discuss the program and moderation schedule/process