



Morning Assembly & Advisory Policy

Updated July 2025



Centurion International School, Bangkok

CISB Morning Assembly & Advisory Policy - 2025-2026

Purpose

CISB is committed to fostering a positive, inclusive school community through daily collective reflection, celebration of values and achievements, and personal-social development. As such, our team will ensure every student has a regular, structured opportunity for pastoral support, personal, social, health and economic education (PSHE), and well-being check-ins.

Scope

Morning Assembly and Advisory Class (Homeroom/PSHE) apply to all students (Foundations to Year 7), teaching and support staff, and the leadership team.

Aims of Morning Assembly & Advisory

1. Consistently promote CISB's core values of excellence, community, leadership, and creativity
2. Build a sense of identity, belonging and school pride
3. Develop social and emotional skills, resilience, and wellbeing
4. Provide a consistent structure for communication of announcements, achievements and responsibilities
5. Identify and respond to individual pastoral needs in a timely way

Principles of Advisory and PSHE

1. Every student's voice is valued
2. Sessions are safe, inclusive and non-judgmental
3. Confidentiality must be respected (within safeguarding limits)
4. Content is age-appropriate, culturally sensitive, and differentiated
5. Regular review ensures relevance and continuous improvement

Roles & Responsibilities

- 1. Head of School**
 - a. Endorses and champions the policy
 - b. Monitors overall effectiveness, allocates resources
- 2. Director of Learner Support/Dean of Students**
 - a. Oversees implementation and compliance
 - b. Conducts termly reviews of PSHE curricular implementation

- c. Designs Advisory curriculum scope & sequence
 - d. Trains and supports staff, updates resources
 - e. In consultation with the Head of School, liaises with external providers.
- 3. Guidance Counsellor**
- a. Supports the implementation of the PSHE curriculum
 - b. Supports the Dean of Students in making necessary revisions and changes to the PSHE curriculum
- 4. Advisory Teachers**
- a. Lead Advisory lessons
 - b. Record attendance, follow up lateness/absences
 - c. Deliver PSHE content, facilitate discussions, identify concerns
 - d. Communicate concerns with the Learner Support/Pastoral Care Team
 - e. Ensure that a final, themed product is developed by students each Friday
- 5. Students**
- a. Arrive punctually, participate actively, show mutual respect
 - b. Bring school diary/materials to advisory, contribute to discussions
 - c. Raise concerns promptly with their advisory teacher
- 6. Parents**
- a. Ensure students arrive to school on time
 - b. Ensure students have all of the materials they need to actively participate in morning assembly and advisory class

Daily Structure & Content

Morning Assembly, M-Th 8:00 - 8:10 a.m. (10 minutes); F 8:00 - 8:20 (20 minutes)

1. Welcome & national anthem
2. School value of the week
3. Weekly PSHE theme
4. Celebrations: student awards, sports results, birthdays, cultural events, House points updates
5. Notices: logistical updates, upcoming events, etc.
6. Inspirational message: staff or guest speaker

Led by: Varies

Advisory Class, M-Th 8:10 - 8:30 (20 minutes) and 3:20 - 3:30 p.m.; F 8:20 - 8:30 a.m. (10 minutes) and 2:15 - 2:25 p.m.

- 1. Focus areas by week (examples):**
 - a. Well-being check-in & goal-setting
 - b. digital citizenship, relationships, mental health

- c. Study skills & career education (secondary)
 - d. Community & global issues (service, sustainability)
2. **Product Development:** Each class will be responsible for developing an end-of-week product related to the weekly PSHE theme in advisory. Depending on the product, a particular class may be asked to present their product(s) at the following Monday's assembly.
 3. **Use of Student Diaries:** Afternoon advisory periods are dedicated to reviewing student planners and ensuring that all homework assignments and reminders are recorded consistently. In keeping with CISB's core values of excellence and leadership, students will take ownership of their learning by entering daily tasks and notes into their school diaries (Year 1-2 students will have support from teachers and teaching assistants). Teachers will then initial the corresponding box each day—regardless of whether homework is assigned. At the end of each day, advisory teachers will verify that every planner has been initialed, thereby maintaining reliable communication with families.

Attendance, Punctuality & Behaviour

1. Attendance is compulsory
2. Punctuality monitored via daily attendance by advisory teachers; repeated lateness triggers learner support/pastoral intervention and/or parental engagement by school leadership
3. Expected Behaviour: high expectations of respect, listening, positive engagement
4. Sanctions/supports follow the school's behaviour and safeguarding policies

Safeguarding & Confidentiality

1. Advisory teachers are trained in child protection, first aid and mental health first
2. Any disclosures or concerns follow the appropriate school safeguarding referral policies immediately
3. Private conversations remain confidential except where safety dictates reporting

Resources & Training

1. Annual training for all staff on PSHE best practices and to introduce annual curriculum and expectations
2. Minor budget for resources needed for weekly student outputs/products

Monitoring, Evaluation & Review

1. Weekly spot-checks of assembly/advisory (PSHE) delivery by the Head of School, Dean of Students, and Guidance Counsellor
2. Termly student and staff surveys to gauge impact and engagement
3. Annual policy review (ahead of new school year)

4. Amendments approved by the Head of School, in consultation with Dean of Students and Guidance Counsellor (and with feedback from advisory teachers)

Communication

1. Policy published on the teacher portal and school website
2. Shared with new staff at Staff Development Institute; refresher sessions each term and PD sessions, as needed, on Fridays
3. Regular updates to parents, as necessary

Date of Last Review: July 2025

Next Review: July 2026