

TRANSITIONS · Y6

Leavers' Assembly

Planning pack for Year 6

What the leavers' assembly does

Suggested running order (45-60 minutes)



Memory montage tips

Class reflections — children speaking

The awards problem



Head's charge — the speech

Three weeks before — checklist

- Date and time confirmed, parents informed
- AV equipment booked and tested
- Children's reflections drafted and being practised
- Photo montage being assembled
- Head's speech drafted
- Hall booked, seating planned
- Programme drafted (running order)
- Awards drafted and reviewed by Y6 team
- Music selected and tested
- Memory book / yearbook arrangements confirmed

Day-of checklist

- Hall set up — chairs, stage, microphones
- Children gathered and briefed 30 mins before
- Programmes available for parents
- Photographer briefed (parent or staff)
- AV tested at start of day
- Order of speaking confirmed with each child
- Music ready
- Tissues available for the head and the parents in the front row



Programme template — for parents

