



Learning For Our Future

# Kadina Memorial School

## Year 12 Formal Policy

Respect • Opportunity • Excellence

Kadina Memorial School Formal is one of the main official celebrations that mark the end of school life for our Year 12 students. It is a night organised by a volunteer student committee, facilitated by a small number of staff. The event allows students to celebrate with their families, and for staff to share a meal with students together in a formal environment.

The following are a list of guidelines for the organisation of the event:

### Venue

- Is to be organised by the student committee, however, must be approved by the Principal or delegate.
- Must be licensed premises if parents wish to be supplied with alcohol during the pre-Formal event and/or family photographs.
- Must be able to cater for 120 guests (or the number of students in the Year 12 cohort with the provision for 10 staff, whichever is greater).
- Must have appropriate provisions and/or facilities for photographs, personal hygiene, supervision by staff, arrival of cars, food and drink preparation.

### Timing

- Will occur after the last Year 12 exams if the event is held in Term 4 or on a date negotiated with the Principal if held earlier in the year.
- Will occur at least 2 days before the “Schoolies” festival in Victor Harbor to ensure safe travel by students to the venue.
- Will have a defined starting and finishing time. The timing of the evening will **generally** occur as follows:
  - Arrival from 3:00 pm if involved in pre-booked professional family photographs
  - 6:00 pm families leave and students begin formal portion of the evening
  - Formal photographs of students continue throughout the evening
  - Service of food commences 6:30 – 7:00 pm
  - End of event 9:30 – 10:00pm

### Guests

- All currently enrolled Year 12 students and any student who began Year 12 at Kadina Memorial School during the year may be invited. This includes part-time, off-site, Unit and Tailored Learning students. Invitation to the Formal may not be extended to students with poor attendance, poor behaviour or unsatisfactory academic achievement at the discretion of Leadership. Students who have been subject to any school-based discipline due to poor behaviour in the previous 10 weeks will have to seek permission to attend from the Head of Senior School.
- All Kadina Memorial School teachers and SSO are to be invited. Any staff member wishing to attend the Formal has precedence over the attendance of a non-Year 12 guest. Staff are invited to attend, and the cost of this ticket will be advised.
- Students may be provided with the opportunity to invite a guest. The invitation of outside guests is determined by the size of the venue, the size of the Year 12 cohort, current or anticipated restrictions related to Health and Wellbeing. Priority is given to current students and staff to attend the evening prior to opening guest spaces.
- Due to Child Protection Requirements, students may bring guests who meet the following criteria:
  - Be a current Year 11 or 12 student at Kadina Memorial School or another school (or equivalent)
  - Is no more than one year out of school.

- Each guest attending (outside of the Year 12 Kadina Memorial School Cohort) must complete a Guest Agreement indicating their acknowledgement of event expectations.
- Decisions related to the invitation of outside guests remains the prerogative of the Principal and the Senior School Leadership Team. Principal or delegate has the right to veto any invitation, for any reason, up until the time of the event.
- Each student may invite their family to attend the first 1 ½ hours of the event for professional photographs to be taken. If parents are no longer together, students may wish to invite a family friend or relative to attend in their place.
- The guest list is to be provided to the Principal or delegate by the formal committee one month prior to invitations being sent.
- During the event, the Principal or delegate reserves the right to remove any guest (including a student) if they are not adhering to school behaviour rules, including leaving the designated area, the consumption of drugs and alcohol or the refusal to follow reasonable directions from School or venue staff.

### **Cost**

- To be established by the Formal Committee and confirmed before invitations are sent. A maximum cost of \$65 per person (GST included) is set to ensure that all students can attend.
- Tickets must be purchased from the Finance Office prior to the event.
- Arrangements can be made to pay in instalments to suit family situations.
- Fundraising for the Kadina Memorial School Formal is not sanctioned by the school; however, students can undertake a recycling program and collect money from this.

### **Volunteering**

- Students may seek volunteering work within the school throughout the year, which may be paid in-kind towards the purchase of a Formal ticket.

### **Information to Parents**

- Parents will be informed via a letter from the committee and endorsed by the school regarding venue, start and finish time, menu and their responsibility for their student(s).

### **Code of Conduct**

- Good manners dictate that all guests will arrive on time and remain until the end of the function. If a student wishes to leave during the night due to a health or wellbeing issue, permission must be sought from the guardian and approved by the Principal or delegate. If a student does not arrive, guardians will be contacted.
- The Kadina Memorial School Formal is an official school function and as such is an alcohol and drug free event. Students, their guests and staff are expected not to consume alcohol or drugs during the event.
- During the family photography session, any family member over the age of 18 are permitted to purchase alcohol from the venue. Students and guests are not permitted to be supplied with drugs or alcohol at this time, or any time during the event.
- Parents and caregivers are asked to support the alcohol and drug stance of the evening by ensuring that their child(ren) abide by this rule.
- If any student or partner of a student is observed consuming alcohol or drugs or is noticeably affected by either at any time during the event, parents will be contacted, and they will be required to leave. In the event of refusal, police will be contacted.
- Students are not permitted to buy alcohol from the venue at any time immediately prior to, during or following the event.
- Basic school behaviour expectations apply, and misbehaviour will not be tolerated. The Principal/delegate retains the right to remove any student and/or guest if they disrupt the event.

## **Organisation of the Event**

The venue, date and cost of the Formal must be confirmed at least 10 weeks before the event. The committee is responsible, in consultation with staff, for:

- The selection and booking of the venue
- The selection of the menu
- Design and sending of the invitations
- Compiling the guest list for approval by the Principal or delegate
- Decoration of the formal venue in consultation with the venue
- Photography provisions
- Budgeting for the event, with the maximum cost per ticket remaining at \$65 (GST included) per person as per social justice considerations.
- All other organisational details associated with the event including seating arrangements, music and entertainment

Negotiation regarding entertainment, program, hired or rented facilities during the event must be negotiated with the staff delegate. All costs must be included within the ticket price with a maximum of \$65 (GST included) per person being charged.

## **Additional Provisions**

- All decisions made related to the running of the Kadina Memorial School Formal must consider and abide by restrictions put into place by Government Health Organisations and the Department for Education
- In any year, these guidelines may be reviewed, and changes may be put into place (either for that year on in perpetuity)