

### **Kadina Memorial School Year 12 Formal Policy**

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 small student committee and allows students to celebrate with their families and 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**

- Must be approved by the school.
- Must be licensed premises if parents wish to be supplied with alcohol.
- Must be able to cater for 120+ guests.
- Venue to be selected by the committee in consultation with the Year 12 class and Principal or delegate.

#### **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:
  - 4:30pm arrival if involved in professional family photographs
  - 6:00pm families leave and students begin formal portion of the evening
  - Formal photographs of students continue throughout the evening
  - Service of food commences 6:30 – 7:00pm
  - End of event 9:30 – 10:00pm
  - No students are permitted to leave during this time as it is a school function

#### **Guests**

- All currently enrolled Year 12 students and any student who began Year 12 at Kadina Memorial School during the year are to be invited.
- Students who have been subject to any school-based discipline due to poor behaviour in the previous 10 weeks will have to seek permission in writing to attend. This permission will only be granted following a meeting between the student, parents and the Senior School Leadership team.
- Students who do not meet the required school attendance target of 85% for the school year (as recorded on EdSAS) will not be permitted to attend. Exceptions must be approved by the Senior School Leadership team.
- All Kadina Memorial School teachers and SSO are to be invited.
- Each student may invite one partner for the evening. If the partner is also a student at Kadina Memorial School or another school they may be in Year 11 or 12 only. Exceptions may be negotiated with the Principal.
- Each student may invite their family to attend the first 1 ½ hours of the event for professional photographs taken. If parents are no longer together they may wish to invite a family friend or relative to attend in their place.
- Guest list to be provided to the Principal by the formal committee one month prior to invitations being sent.
- Principal or delegate has the right to veto any invitation.

#### **Cost**

- To be established by the Formal Committee and confirmed before invitations are sent.
- 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 Formal is not sanctioned by the school, however is possible if students wish to partake in fundraising events outside of school hours.

#### **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.
- The Formal is an official school function and as such is an alcohol and drug free event. Students, their partners for the night and staff are expected not to consume alcohol or drugs during the course of the event.

- During the family photography session, any family member over the age of 18 are permitted to purchase alcohol from the venue. Students are not permitted to be supplied with alcohol at this time.
- Parents/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 the student will be required to leave.
- Students are not permitted to buy alcohol from the venue at any time immediately prior to 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**

Venue, date and cost of the Formal must be confirmed at least 10 weeks before the event.

The committee is responsible, in consultation with the Year 12 class and teachers 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
- All other organisational details associated with the event

Ratified Date: 31.08.16

Review Date: August 2019