

1.0 PURPOSE OF POLICY

- 1.1 To provide guidelines for the conduct of the annual year twelve formal dinner.
- 1.2 To clarify the roles and expectations of the students, staff, parents and community members at this function.
- 1.3 To make explicit the legal requirements that impinge on this function.

2.0 PRINCIPLES

- 2.1 The purpose of the year twelve formal dinner is to celebrate the conclusion of the year twelve students' schooling and the end of their association with the school as a student.
- 2.2 The celebration is the last formal school activity that the group will attend as a year level.
- 2.3 The celebration involves the graduating students, school staff and parents.

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

- 3.1 The year twelve formal dinner will take place after the conclusion of the final year twelve exams and before the annual Awards Night.
- 3.2 The formal dinner will be attended by students, parents and school staff.
- 3.3 Approval for the formal dinner is to be sought from school council as a school conducted activity in keeping with the principles listed under point 2 above.
- 3.4 The formal dinner is to have a scheduled start and finish time that is negotiated between the students, the Principal and School Council.
- 3.5 The dinner will be held either at a licensed premises or be catered by an organisation which is licensed to serve alcohol for this event. There will be no Bring Your Own alcohol (BYO) arrangements entered into.
- 3.6 Any sale and consumption of alcoholic beverages must be within the existing laws and will be the responsibility of the licensee running the event.
- 3.7 In the course of the dinner there will be formal recognition of the school careers of the graduating students and presentation of School Leavers Manuals.
- 3.8 The program for the event will be organised by the students and incumbent VCE coordinators.
- 3.9 Any speeches or presentations made are to be in accord with community expectations of a formal school function.
- 3.10 Students are encouraged and expected to take an active part in the planning, organising and fundraising for this formal dinner.
- 3.11 The school reserves the right to refuse admittance to this dinner.