



# Toronto High School

## SCHOOL FORMALS

### POLICY

#### **1. Rationale:**

Schools organise a “formal graduation ceremony” for Year 12 with the presentation of a small gift for the school as well as some congratulatory speeches and some special acknowledgements.

#### **2. Aims:**

To celebrate the end of a students’ secondary education in a safe, positive and harmonious school sanctioned event.

#### **3.**

##### **End of Year 10**

Any ‘formal’ conducted for Year 10 students will not be a school sanctioned event and is organised by Parents and Students. Parents involved in the organisation take full responsibility for the function.

##### **End of Year 12**

A School Formal will exist for Year 12 at the conclusion of the Higher School Certificate examinations. For the function to go ahead a ‘formal’ committee needs to be formed. The ‘formal’ committee is a voluntary group of Year 12 students, led by the Year Adviser.

##### *The ‘formal’ committee:*

- Listens to the thoughts and ideas of Year 12 students.
- Organises all fundraising. Fundraising will be necessary as it will pay for the gift to the school, subsidise staff payments and contribute to the overall cost of the function. (Staff tickets are to be no more than 50% of the cost or \$40 (whichever is the least). Year 12 are expected to fundraise to cover this cost.)
- Determines the date of the formal after liaising with the school calendar, Deputy Principal and Principal.
- Arranges bookings at the venue, including menu, photographer, decorations and cake.
- Determines the financial requirements/pricing for the event so that it is self funding, including due dates for payments.
- Publicises the final ticket price.
- Coordinates seating plans from lists nominated by the student body, decorations and table settings. List of all students who have paid/attending.
- Organises ‘awards’.
- Arranges invitations and final numbers.

- Liaises with the Front Office of the school regarding expected amounts, due dates, cheques etc. Students are not to handle any monies.
- Ensures communication of information to the Year 12 cohort, parents and staff occurs regularly.

*The Formal will be held:*

- At a venue determined by the 'formal' committee, after consultation with the School Executive.
- So that all monies paid by individual students to the office are receipted and accounted for. No student handling of monies.
- So that all students are present until the conclusion of the event.
- So that all student 'awards' are positive and not offensive.
- On the understanding Year 12 students/parents are responsible for the safe transportation of their son/daughter to and from the formal venue. Students must not travel in cars without parent consent. It is the a parent responsibility to check all travel arrangements with their son/daughter prior to the event.
- NOTE: There will be no 'after-party' announced, published or endorsed by the school as any part of this policy. This is a parent decision made in conjunction with one's son/daughter, independent of the school and outside the School Formal, that has been sanctioned by the school.

*The Formal invitation policy:*

- An invitation is extended to all students currently enrolled in Year 12 at Toronto High School, who sat their Higher School Certificate examinations in the current year.
- Students currently enrolled in other years at Toronto High School, attend at the discretion of the Principal.
- Students on a red card may or may not attend the formal. Their attendance will be at the discretion of the Principal.
- Students will be advised in writing if they are ineligible to attend. As venue costs have already been committed, *no refunds of deposits* or compensation of the expenses will be made by the School for any students deemed to be ineligible.
- All monies MUST be paid by the due date determined by the 'formal' committee. If a deposit is paid and no final sum is forwarded, the student becomes ineligible to attend,
- Students must adhere to the rules of the venue (eg dress code, safety regulations, legal demands). Students must also follow directions of teaching staff.
- Any student under the influence of alcohol and /or drugs will not be admitted, or will be removed by the management of the venue according to the rules or legislation governing their organisation.
- Alcohol is not permitted for any student or staff whilst attending the function.
- If any student is deemed to have broken the venue's rules the matter will be referred directly to the police. If any student is deemed to have breached the school's behavioural expectations, parents will be contacted instantly for that student to be removed. Sanctions may be applied to the student.

## **7.Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.



This policy was last ratified by the School Executive in....