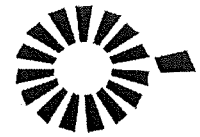




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Tuesday 1 August 2017

Dear Parent/Carer,

Harrison School Year 10 Formal and Graduation 2017

The end of the year is fast approaching and its time to start getting organised for year 10 formalities, such as the Formal, Graduation and Farewell Assembly.

The dates for these events are as follows:

- **Year 10 Farewell Student Breakfast** – Friday 1 December, commences at **8am**
- **Year 10 Farewell Assembly** - Friday 1 December at Harrison School Hall. It starts at **9:30am**
- **Year 10 Last Day Celebration** – Friday 1 December at The Cotter. Leave Harrison at **10:15am**
- **Year 10 Formal and Graduation** - Wednesday 6 December at The National Arboretum

The Formal and Graduation is a fantastic event to celebrate your son/daughter's graduation from senior school with all their friends and some teaching staff. It is a great opportunity to experience this right of passage as a young adult and I encourage the attendance of your son or daughter.

The itinerary for the formal and graduation is as follows:

ARRIVALS AND GRADUATION CEREMONY

- 5:30pm** Guests begin to arrive at the top of the car park
6:00pm Doors open, everyone moves in for the graduation ceremony
6:15pm Graduation ceremony begins
7:15pm Graduation ceremony concludes

GROUP PHOTO

- 7:15pm** Teacher to make announcement for students to make their way to SOUTH Deck for Group Photo.
7:40pm Teacher to announce for students to move through to tables and parents to depart through front doors

FORMAL AGENDA

- Bread pre-set tables
7:30pm Beverage package begins
7:40pm Guests move to the Village Centre and are seated
7:45pm Welcome address
7:50pm Entree served
8:20pm Entree cleared
8:40pm Main course served
9:15pm Main course cleared
9:35pm Desserts served
10:05pm Desserts cleared



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10:45pm Beverage Package concludes

11:00pm Buses collect guests at the Front of the Village Centre

11:00pm Function concludes and guests depart via the front

11:30pm Students to be collected from Harrison School, Nullarbor Ave – Senior School Entrance

The cost for the evening will be \$145.00

This price includes venue hire, decorations, 3 course dinner and drinks, DJ, security, a photographer, a Harrison School 2017 Yearbook and a chartered ACTION bus to return the students to Harrison School.

Please fill out the attached permission note and return it to the front office before **Friday 27 October 2017**.

The payment for the formal is due by Friday 3 November 2017.

Yours sincerely

Rebecca Lee
Formal Coordinator

Jason Holmes
Principal



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Year 10 Graduation and Formal Permission Note

I give permission for my son/daughter _____ to attend the Harrison School Year 10 Formal and Graduation on Wednesday 6 December 2017.

I have enclosed \$145

I am paying in instalments (2 x \$50 & 1 x \$45)

By signing this form, I the parent/guardian agree to the following:

- *authorisation for the teacher in charge to make arrangements for the welfare of the student (including medical or surgical treatment) in an emergency*
- *agreement to meet the costs associated with any emergency arrangement made by the teacher in charge - free ambulance transportation only applies in the ACT*
- *agreement that the student will be under the authority of the school for the duration of the excursion, and that the teacher in charge is authorised to return the student home at the expense of the parent/guardian if the teacher in charge considers that circumstances warrant such action*
- *agreement by the parent/guardian to the student travelling by private car, driven by a staff member.*

I have read the attached information regarding these events and understand what it contains.

Permission to attend Year 10 Formal and Graduation: Wednesday 6 December 2017

Full name of parent/ guardian (please print): _____

Signature of parent/ guardian: _____

Date: ____ / ____ / ____

Fee Code: FORMAL