

Year 10 Graduation, Formal and End of Year Celebration Information

Dear Parents and Carers,

The end of the year is fast approaching, and it is time to start getting organised for Year 10 formalities and events. Attached is information regarding the Graduation Ceremony and Formal evening, which will be held on Wednesday 8 December 2021. Please ensure you read all the information and are aware that the permission note and payment is due **no later than Friday 12 November 2021**.

The dates for these events are as follows:

- **Year 10 Farewell Student Breakfast** – Friday 3 December outside the School Café **8:00am - 8:40am** (Students and Teachers)
- **Year 10 Farewell Assembly** - Friday 3 December Harrison School Gym. **9:15am** (Students and Teachers)
- **Year 10 John Knight Park Excursion**- Friday 3 December Bus departs at 10:30 from Nullabor Avenue.
- **Year 10 Formal and Graduation**- Wednesday 8 December at Harrison School.

Harrison School Year 10 Formal and Graduation 2021

This year the year 10 graduation and formal will be held at Canberra Rex Hotel.

The formal will begin directly after the conclusion of the Graduation Ceremony. For students only attending the Graduation there is no cost associated, any students who are not attending the formal will leave the graduation space upon completion of the Graduation Ceremony. At the conclusion of the Graduation Ceremony students who are attending the formal will remain seated and staff will direct them through to the formal part of the evening to enjoy a delicious 3-course dinner, dancing with friends, and use of the photobooth. There will also be a professional photographer attending the evening.

If in the case these events are cancelled due to a review in COVID restriction's we will refund any monies paid.

If you require any school assistance for your child to attend the formal, please contact Kirralee Larkin via email kirralee.larkin@ed.act.edu.au or phone on 6142 2200. Additionally, if your child requires any assistance with formal wear please contact Rebekah Evans Rebekah.evans@ed.act.edu.au

Notes and money need to be returned to Harrison School front office by: Friday 12 November 2021. We will need to confirm numbers and catering with the venue on this date therefore notes **cannot** be accepted after this date

Excursion Risk Assessment: Available at the front office

The cost of Graduation ceremony only: Nil

The cost of Formal: \$145.00 this can be made in multiple instalments if preferred (for example 4 payments of \$36.25)

The school has made every effort to keep cost for this excursion at a minimum level. If necessary, parents or students can confidentially discuss support to meet the cost of the excursion with the Corporate Manager or Principal. Please contact the front office if you would like to speak with the Corporate Manager or Principal.

The itinerary for the Formal and Graduation is as follows:

ARRIVALS, GRADUATION CEREMONY AND FORMAL

5:00 – 5:30pm Student arrivals.

6:00pm Graduation ceremony begins.

7:00pm Graduation ceremony concludes- Students are to remain inside if attending the formal.

7:00 - 10:00pm Formal

10:00pm Formal concludes –Parents and guardians to come inside and collect their child.

This price includes 3 course dinner, soft drinks, DJ, photo booth and professional photography. Please fill out the attached permission note and payment then return it to the Front Office before **Friday 12 November 2021.**

Behavioural expectations- Standards of behaviour based on the school's values apply in all events organised by the school. Students deemed to not be displaying appropriate behaviour at these events will be returned to school. No refund will be available under these circumstances.

Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities. Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful, or disobedient behaviour.

Kind Regards,

Rebekah Evans
Formal Coordinator
Rebekah.evans@ed.act.edu.au

Jacqui Ford
Senior School Principal
Jacqui.ford@ed.act.edu.au

Year 10 Formal and Graduation Ceremony Permission Note for Parents

I give permission for my child _____ of class _____ to attend the Harrison School Year 10 Formal and Graduation Ceremony on Wednesday 8 December 2021.

Please complete and return attached permission note to the front office no later than: **Friday 12 November**

I agree to my child participating in the activities associated with this event mentioned previously. I have discussed with my child the need for expected behaviour on this event. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child attending this excursion. I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency.

The [Medical Information and consent](#) form only needs to be completed once/year prior to the first excursion unless there are changes to the details on this form. Are there any changes to this form?

Yes No

If yes, an updated *Medical Information and Consent Form* is required to be completed (available through the front office).

Will your child require medication to be administered during the excursion (e.g. allergy medication, pain relief)?

Yes No

If yes, please complete a *Medication Authorisation and Administration Record* (available through the front office).

Is there any additional information you need to provide to support your child's participation in this excursion?

Yes No

If yes, please provide these details

Please provide the following information:

Medicare No:		Private Health Fund:		Membership No	
Ambulance Fund: Parents are responsible for ambulance costs outside the ACT.					

Name of Parent/Carer: (please print) _____

Signature: _____ Date: _____

We have provided multiple payment slips below in the case that you would like to make payments in instalments.

PAYMENT SLIP

I am paying the amount of \$ _____

Student Name: _____

Cash Quickweb via the payment tab on our school website Ref No: _____

Credit Card –by completing your details below and returning to the school office

Card No: Expiry Date: _____

Name on card (*Please print*): _____ Signature: _____

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (EDU) This information is necessary for us to manage student participation in excursions and support the welfare and safety of your child. If you do not consent to supply us with this information your child will be unable to participate in the excursion. Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. Normally we only share information with school staff and, where necessary, parents or volunteers assisting with the excursion to appropriately and effectively manage the excursion. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate’s website (www.det.act.gov.au) on the About Us page.

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