



## End of Year 12 Formal Guidelines

### **Introduction**

The Year 12 Formal is an opportunity for students, parents and teachers to acknowledge the conclusion of the school journey that they have undertaken together over an extended period of time. It is a time of transition into the world and is a significant moment to be celebrated.

The Year 12 Formal is a school event and as such the school is responsible for ensuring that it is safe and in accordance with the aims and values of CBRSS.

### **When**

The Year 12 Formal occurs on the evening of the last HSC examination or the night after, depending on the day of the last exam. It begins at 6.00pm and finishes at 10.30pm- this is when staff duty of care ceases.

### **Where**

The Year 12 Formal is held at Beach Byron (“the venue”). This venue discounts the exclusivity fee charged by most other Byron Bay venues and is an appropriate venue for the Formal. If Beach Byron is unavailable, the Deputy Principal will nominate an alternative venue.

### **School Responsibility**

The Deputy Principal sets the date and confirms Beach Byron as the venue in Term 1 or the beginning of Term 2, depending when the HSC Examination timetable is released. The Deputy Principal communicates with a Formal Committee of Year 12 students and attends a meeting with the venue owners and the committee at the end of Term 2 or early Term 3.

### **Formal Committee Responsibility**

The Year 12 Formal Committee are responsible for:

- designing and distributing the invitations and communicating numbers to the venue
- communicating with the venue regarding decorations, lighting, menus and timing
- organising photographers for before and during Formal
- liaising with the Events Manager at school regarding any equipment needed (screen, projector etc)

### **Student Responsibility**

Students under 18 are not permitted to drink alcohol at the Formal.

Students are required to respect the ‘formal’ nature of the event in dress and behaviour.

**Attendance**

All Year 12 students are permitted to purchase 3 tickets for the event; one for them and 2 for parents/guardians. Partners or 'plus ones' are not permitted to attend the Formal but can attend the after party arranged by the students. The after party is not a school-based event and staff are not permitted to attend this event.

In exceptional circumstances, and with the approval of the Deputy Principal, students may add another invitation to the Formal.