



Erskine Park High School

Pride In Achievement

78-82 Swallow Drive, Erskine Park NSW 2759
Website: www.erskinepk-h.schools.nsw.edu.au

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Year 12 Formal 2018

29th April 2018

Dear Parent/Caregiver

The Year 12 Formal is to be held on **Thursday 15th November 2018**, at Twin Creek Golf and Country Club, 2-8 Twin Creek Drive Luddenham. It will commence at 5:30pm and conclude at 10:00pm. The cost of the evening is **\$105.00**. Students who paid a book bond will receive a \$50.00 credit upon the return of their text books which will be deducted from the total cost. The charge includes the following:

- Hire of the venue room for 4 hours
- Finger food and mocktails on arrival
- Three course meal
- Soft drinks, juices and tea and coffee
- DJ
- Table decorations
- Security staff
- School photographer
- Photobooth
- Lolly buffet
- Contribution for the school gift

The full ticket price will need to be paid to the front office by **Friday 31st August 2018**. To ensure that full payment is organised in advance students will be required to make a **\$30.00 deposit before Friday 1st June 2018**. **All outstanding school fees must be paid in full before the formal ticket is issued.**

Suggested Payment Plan

\$30.00 – 1st June deposit

\$25.00 – 26th June payment

\$50.00 – 31st August (optional book bond as credit)

Please see the attached formal policy on the back of this note for further details. If you require any information or have any enquiries, please contact Mrs Macinante or Mr Bisoglio on 9834 3536.

Yours faithfully

Mrs Macinante
Year Adviser

Mr Bisoglio
Assistant Year Adviser

Ms Waddell
Deputy Principal



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School Formals Policy

Developed February 2017

An Erskine Park High School Formal aims to include all students in a safe, positive, harmonious school event where students, staff and the community come together for the purpose of celebrating the end of a students' secondary education in Year 10 or Year 12.

1. Year 10 Formal Committee – Composition and Expression of Interest for Inclusion

The Formal Committee is a body which undertakes to coordinate and oversee the formal in conjunction with their Year Adviser and Assistant Year Adviser. At a Year Assembly, expressions of interest to be on the Formal Committee are called for by the Year 10/12 Year Adviser.

Absentees on the day are responsible for seeking inclusion via expression of interest by approaching the Year Adviser independently. The expression of interest criteria are:

- a. Excellent attendance
- b. Willingness to be actively involved in ALL meetings/work ethic
- c. A spirit of cooperation (eg. Uniform, punctuality, good behaviour record)
- d. Sense of teamwork
- e. Trustworthiness.

In the event of there being more student interest than is appropriate to run an effective committee a democratic student vote will occur at a Year Assembly. All candidates are ranked on the student vote. A suitable number of students are then decided through this process with a reserve list created. Those students not meeting their commitments in relation to the expression of interest criteria will be replaced by the next student on the reserve list. The first Formal Committee meeting will be a general meeting of any interested Year 10/12 students so all views are presented.

2. Role of the Formal Committee

- Listen to the thoughts and ideas of Year 10/12 students.
- Determine the date of the Formal after liaising with the Deputy Principal's school calendar, examination dates and Year 10/12 Graduation dates.
- Arrange bookings at the venue, including menu, photographer, balloons, flowers, DJ, cake if desired.
- Determine the financial requirements/pricing for the event so that it is self funding, including due dates for payments.
- Publicise the final ticket price. **NO INVITATIONS** are issued. **Tickets are issued by the Principal after all Clearance Day requirements are finalised.**
- Co-ordinate seating plans from lists nominated by the student body, decorations and table settings (any student 'awards' must be positive and not offensive). List of all students who have paid/attending.
- Arrange invitations and final numbers.
- Liaise with the Front Office of the school regarding expected amounts, due dates, cheques, etc.
- Ensure communication of information to parents and staff occurs regularly.

3. Year 10 Formal – Principles for Organisation

- Will be held at a venue which will be determined by the school ie. At a club or large licensed premises where security and single entry/exits are provided by that club, according to their supervision and security policies.

- All monies paid by individual students to the office are receipted and accounted for. No student handling of monies.
- There will be no entry and/or no exit once the Formal has commenced, or before the Formal is finished.
- Commencing at 6.30pm or near enough and conclude promptly at the published time, whereupon parents will pick their students up punctually directly from the venue.

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(s)/daughter(s), independent of the school and outside of the School Formal.

4. Year 12 Formal – Principles for Organisation

- Will be held at a venue which will be determined by the Formal Committee/Year Adviser. However, it **MUST** be at a club or large licensed premises where security and single entry/exits are provided by that club, according to their supervision and security policies.
- All monies paid by individual students to the office are receipted and accounted for. No student handling of monies.
- In a single, contained location from which there is no exit/no entry once the formal commences.
- Commencing at 6.30pm or near enough and conclude promptly at the published time (usually 11.00pm), whereupon parents will pick their students up punctually.
- Variations to the pick-up arrangements will be by way of parental note. This includes students moving to any other venues directly from the formal venue.
- 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 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(s)/daughter(s), independent of the school and outside of the School Formal.

5. Year 10/12 Formal – Invitation Policy

Depending on the formal, an invitation is extended to all currently enrolled students in Year 10 or Year 12 at Erskine Park High School. **(No external partners. No ex-students. No suspended students.)**

Students who have been advised they are **ineligible** to attend, will have that confirmed in writing by the Principal. 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).

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.

If any student is deemed to have broken the venue's rules or the school's behavioural expectations, the matter will be referred directly to the police and parents will be phoned instantly.