



### Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

## GRADUATION POLICY

### PURPOSE

Kalinda Primary School is committed to recognizing the achievements of all of its students. One way in which we do this is to celebrate the graduation of our Year Six students that serves as a rite of passage from primary school into the next phase of the students' lives. Graduation activities are held at the end of the school year. Preparation for this will be undertaken during class time. The staff will guide the students in this preparation.

### SCOPE

The Graduation Policy applies to the staff, students and parents committee. It provides procedures and guidelines for effective running of the graduation ceremony.

### POLICY

#### Roles and responsibilities

- A Kalinda staff member will co-ordinate the Graduation Ceremony as part of their Roles and Responsibilities at Kalinda Primary School.
- At the start of Term 3 each year, the Co-ordinator will call for parent volunteers to form a Graduation Committee. This may comprise of regular committee members, or parents who wish to volunteer for one specific role.
- A member of the parent committee will be appointed as the Committee Convenor. The convenor will liaise with Kalinda Primary School leadership and staff co-ordinator regarding any decisions or queries from the committee.
- Students will be responsible for: sharing their ideas and hopes for graduation, as well as participation in the ceremony as set out by teachers.
- Kalinda Primary School staff will be responsible for arranging the Date, Time, Format, Cost, Budgets and Ceremony portion of Graduation. Staff will also be responsible for supervision of students for the entirety of Graduation.
- The Graduation Parent Committee will be responsible for planning and executing the Theme, Food, Decorations, Entertainment (eg. Disco) and Year book. The committee will manage their own budgets within guidelines set by the school and co-ordinate set up and pack up of graduation. The parent committee will be responsible for sourcing volunteer assistance as required for parts of the evening such as serving of food.
- The Principal will be responsible for all final approval of decisions regarding any aspect of Graduation.



## Procedure

- Each year, the school will set a final budget per student for Graduation. This budget will be mindful of the ongoing costs of living and ensuring that graduation is accessible to all students regardless of socio-economic status. The Kalinda Primary School Parents & Friends will hold targeted fundraising activities to subsidise this cost. The final cost to families for their child's graduation will be the final budget less this fundraising total.
- According to DET legislation, any purchases made by the committee must have prior approval by the Principal, via a valid and complete Purchase Order.
- Reimbursement will only be available if a valid receipt is presented (one that is itemised and states the business ABN – many basic EFT receipts will not suffice) **and there was prior Purchase Order approval.**
- Any purchases or decisions by committee members must have the consensus of the committee prior to purchase.
- Timing of set up prior and pack up after graduation will be proposed by the committee and approved by The Principal.
- Members of the committee who wish to attend onsite for the purposes of preparing for graduation (for example photography) must hold a valid Working With Children's Check and have pre-arranged a suitable time to do so with the Graduation Co-ordinator (Kalinda Staff).
- Tickets for parents to attend the Ceremony part of Graduation may be limited. In such cases, a fair and reasonable process for allocating tickets will be devised by the Principal.
- Student dress for Graduation will be smart casual. No heels are allowed in the stadium.
- All parent volunteers assisting during the graduation event must have a valid Working with Children's Check and may require a Food Handling certificate (pending dinner arrangements).

## EVALUATION

The Principal, Leadership Team and teachers will review the effectiveness of the Graduation Policy on a regular, needs basis. This Policy will be automatically reviewed as part of the 3 year review cycle.

## RELATED KALINDA PS POLICIES

- Duty of Care Policy
- Student Engagement and Wellbeing Policy
- Occupational Health and Safety Policy.
- Food sharing policy
- Anaphylaxis policy
- Child Safety Policy

## RELEVANT LEGISLATION

- [Education and Training Reform Act 2006 \(Victoria\)](#)
- [Education and Training Reform Regulations 2017 \(Victoria\)](#)
- [The Occupational Health and Safety Act 2004 \(Victoria\)](#)



Kalinda Primary School No. 5121

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Approved by	Principal
Next scheduled review date	June 2026