



**Kerrimuir Primary School
Policy Manual**

Graduation Policy

**Date: Aug 2004
Ratified: Aug 2004
Review:2007**

1. **Rational:** The school council believes that the Grade 6 students should be farewelled in a special way and that the staff and their parents should acknowledge their achievements.
2. **Aims:**
 - a. To provide the opportunity for the graduating students' parents and staff to acknowledge the achievements of the students.
 - b. To farewell the students in an appropriate way.
3. **Implementation:**
 - a. One of the Senior School teachers will coordinate a committee for Graduation. The Committee will consist of representatives from the teachers, parents and 2 Year Six students.
 - b. The Committee's role will be to organise and coordinate the implementation of the evening, including the issuing of invitations, ticketing, catering, rostering of helpers, fundraising and decorations.
 - c. A commemorative photograph will be designed and printed. The teachers will give certificates of achievement and appreciation and the Parents' Association will present a commemorative gift.
 - d. The Grade 6 Graduation evening will be held on an evening as close to the end of the school year as possible. Neat and appropriate dress is required.
 - e. A graduation cake will be provided for the graduating students.
 - f. Invited guests such as the Principal, the Assistant Principal, the President of the School Council, the President of the Parents' Association [or nominees] and partners, will be exempt from paying the fee charged for graduation.
 - g. The Multipurpose room will be used as the venue.
 - h. The Principal, the School Council President and the President of the Parents' Association will be invited to give a short address.
 - i. Each graduating student will be able to invite two guests to the graduation evening.
 - j. The children will provide some entertainment activities.
 - k. There will be an official presentation of certificates and awards. A short summary of each student's achievements will be read.
4. **Evaluation:**

Evaluation will be conducted by the coordinator in consultation with the parents, students and staff.