

# SANDRINGHAM EAST PRIMARY SCHOOL



## GRADUATION POLICY

### Rationale

The Level 6 Graduation Dinner and Ceremony will celebrate and recognise the students' journey through their primary school years and the contribution they have made to the Sandringham East School Community.

### Aims

- To celebrate the Level 6 students journey through their primary school years at Sandringham East Primary School.
- To provide students with the opportunity to reflect and present to their peers, parents, special friends and teachers their primary school experiences.
- To recognise the contribution the Level 6 students have made to the Sandringham East School Community.

### Guidelines

- The graduation will commence with a dinner held at the school for the Level 6 students, teachers and invited guests.
- Level 5 parents will be asked to assist with the Graduation Dinner.
- Parents and friends will be invited for the formal presentations after the dinner.
- An appropriate amount will be determined each year to cover the necessary costs.
- Specific Level 6 fundraising activities will go towards funding the graduation ceremony and providing a parting gift to the school. e.g. Market Day.

### The organising committee will consist of:

- Coordinating teacher including Level 6 teachers
- Level 6 and Level 5 Class Parent Representatives

### The Presentation Ceremony may include:

- An introductory welcome by the upper school co-ordinator
- An address by the Principal
- An address by the School Council President or representative
- Presentation of certificates and mementos to the Graduating students which is funded by the School Council. 'Mementos' are of token value and given in accordance with the SEPS Gift policy.
- Presentation of a reflection of the Primary School Years by the Graduating students
- Musical items performed by the Graduating students
- Special Guest Speaker
- Closure

### Evaluation

- This policy will be reviewed as part of the school's review cycle unless an issue arises which requires review

**This policy was ratified by School Council – November 2015**