



# Kingsford Smith School



Monday October 19, 2015

Dear Parents/Careers/Yr.10 Students

The Kingsford Smith School Year 10 Formal and Graduation will be held on Friday December 4 2015, at The National Arboretum, Canberra. The students Farewell BBQ and Assembly will take place on Thursday December 3, 2015 at Kingsford Smith School. The Year 10 only BBQ will start at 1:15pm and the Farewell Assembly attended by the middle and high school will start at 2:10pm. Parents are welcome to attend both events.

In preparation for your child's attendance at the KSS School Graduation and Formal, it is now required that you complete the following information and return it to your child's homeroom teacher by **Friday October 31, 2015 as no special dietary requirements will be considered after this date.**

The proceedings for the Formal are outlined below.

- 05:15 – 5.45 PM Guests arrive at the front entrance of The National Arboretum.
- 05:55 PM Doors open; students, parents and teachers move into The Senate Courtyard.
- 06.00 PM Graduation Begins.
- 06:50 PM Year group photo at the front of the Arboretum.
- 07:00 PM Parents depart.
- 07.00 PM Students and teachers **only** move to the Dining Room and are seated.
- 07.10 PM Welcome address.
- 07.15 PM Entree served.
- 08.10 PM Main course served.
- 08.50 PM Speeches.
- 09.00 PM Desserts served.
- 11.00 PM Function concludes and guests depart via the rear entrance.

Parents will be required to pick up their child from the front of The National Arboretum at 11:00pm. Under no circumstance will any student be allowed to leave the venue on the night without a parent sighted. The pickup address is outlined on the permission note attached.

Year 10 students will also be required to indicate who they would like to be seated with during the formal; their choice must be made during Week 3 of Term 4.

Invitations for the Year 10 Graduation will be handed out to families in Term 4. Each student will be **allocated 2 family tickets for the graduation component of the evening**. Students with split families can apply for an additional 2 tickets for the evening through Mrs Jones. **Please note:** only people holding a formal invitation will be allowed to attend the graduation.

**The total cost of the formal is \$140. This includes a 4 course dinner and photos of the formal taken by the professional photographer. The total amount is due by the 5<sup>th</sup> November 2014. Please ensure that the \$140 includes any amount you have already paid. Please continue to make payments towards this total over the coming weeks.**

If you have any further questions regarding the Year 10 Graduation and Formal, please feel free to contact me on 6142 3399.

Yours sincerely,

Dzintra Jones  
Year 10 Transition Officer



# Kingsford Smith School



## Year 10 Graduation and Formal

I give permission for my child \_\_\_\_\_ in Homeroom \_\_\_\_\_ to attend the Year 10 Graduation and Formal to be held at The National Arboretum on Friday December 4, 2015, from 5.15-11:00pm.

**I understand that I will need to pick my child up from the National Arboretum at 11:00pm on the night of the formal.**

In the event of an injury, I give permission for qualified medical attention to be given to my child and I accept that students attending the event must behave according to the school rules and show consideration to the public.

I agree to meet any cost of this event and understand that if my child cancels prior to the event a refund may not be possible.

Please note: *The Department of Education has stated the following: "The Commonwealth does not provide any insurance cover for teachers, parents or pupils participating in excursions. If parents are not satisfied with the normal cover provided by bus companies, airline companies, car insurance companies, etc. they should make personal arrangements for additional cover.*

**My child's special dietary requirements include:**

I give permission for any photographs/video taken on the day, which contains my child, to be used in school publications:

Yes

No

Signature(Parent/Guardian): \_\_\_\_\_

Contact name and number on night of the Graduation and Formal: