

YEAR 6 FAREWELL



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Public School

2014

Year 6 Farewell

Rationale

Each year, the children in Year Six, look forward to spending their last days at Sylvania Heights Public School, celebrating with their friends from primary school. One major celebration is the Year Six Farewell. It is important for the farewell to run smoothly to ensure that it is an enjoyable experience for all students. Each year the Year Six teachers, parents and students collaboratively organise the farewell. The following document outlines the processes, roles and responsibilities and expectations for all parties concerned.

The Process:

During Term Three all parents in Year Six are invited to attend a farewell meeting to form a committee. Meeting times are set according to the Farewell Coordinator's availability. Any parents who want to attend but can't, can still be part of the committee and communication can occur to ensure the parents are involved. Ideas are discussed and each meeting, committee members source resources and provide quotes to the coordinator. Quotes and further decisions are discussed at the following meetings. Meetings are scheduled according to needs – generally three to four weeks apart. All minutes are emailed to committee members.

Roles and Responsibilities

Teachers will:

- ~ Convene the meetings
- ~ Choose and book the venue
- ~ Choose and book the DJ
- ~ Organise the menu
- ~ Coordinate the yearbook
- ~ Decide upon the printing process of the yearbook.
- ~ Coordinate speeches by captains from the current year and upcoming leaders
- ~ Coordinate seating arrangements
- ~ Coordinate running sheet for the evening including a time schedule

Parents will:

- ~ Choose, purchase and coordinate decorations
- ~ Choose, purchase and coordinate entry arch
- ~ Choose and purchase the cake within the decided budget.
- ~ Create invitations
- ~ Coordinate and create slideshow.
- ~ Organise photo wall

All choices and decisions made by parent committee members will be finalised by the Farewell Coordinator.

Students will:

- ~ RSVP within appropriate timeframe.
- ~ Adhere to dress regulations
- ~ Contribute personal and group photos for the yearbook and slideshow.
- ~ Upcoming twelve prefects and captains attend dinner.

Expectations

Dress code – smart casual

- No heels
- No strapless, revealing dresses

It is strongly advised that children do not arrive in limousines, or firetrucks (for example) as this distracts from the excitement of the farewell dance and can be seen as an equity issue and cause exclusion issues.

Students are advised to arrive early enough to have photos prior to official starting time as the farewell does run to a time schedule.

Parents arrive with students 30 minutes prior to start of farewell for photos inside the venue.

Costs

Expenses:

- ~ Yearbook print
- ~ Decorations – balloons, table runners, confetti, serviettes.
- ~ Cakes – students and teachers
- ~ Archway
- ~ Discs, gift bags

Income:

- ~ P & C donate \$23 per student
- ~ Meals – students and teachers pay for their own meal.

All aspects of the farewell can be discussed and new ideas broached; however, all final decisions will be made by the Farewell Coordinator and Sylvania Heights Public School executive.