

YEAR 12 FORMAL INFORMATION LETTER



6 March 2023



Dear Parent / Carer and Year 12 Students,

The 2023 Year 12 College Formal is fast approaching and students are invited to participate in this extracurricular activity. This year all Year 12 students were invited to join the formal committee. This committee has been meeting and has made significant progress on the planning of this event.

The Formal will be held at Meridan State College in the Sports Performance Centre. Unfortunately, parents are unable to attend however we strongly encourage all parents, guardians, friends and family to join us for the arrivals from 4.15pm to 6.00pm on Tuesday 12 September 2023 to celebrate our students in all their fabulousness.

FORMAL DETAILS:

- The formal will be held at Meridan State College, Sports Performance Centre Tuesday 12 September 2023.
- The cost for the formal will be:
 - \$110.00 Formal Ticket
- 4:15pm Gates will open
 - Students will be let out of the car by a Deputy Principal. The driver (if not an MSC Student) must remain in the car and leave once the students have exited the vehicle. Arrival photos will be taken by MSC Staff.
 - Parents / Carers are encouraged to take their own photos prior to arrival off the school grounds.
- Formal commences at 6:00pm
- Formal concludes at 9:00pm
- Only current MSC Year 12 students may attend.
- This is an alcohol-free event and all College behaviour expectations must be adhered to ([Student Code of Conduct](#)). There will be police presence on the evening throughout the event.
- Dietary requirements must be emailed to Mrs Clara Marshall choga38@eq.edu.au by Friday 11 August 2023, Week 5 Term 3.

CRITERIA:

Attendance at such an extra-curricular event for Year 12 students is dependent upon a range of criteria being met. A key staff member has been assigned to each of the criteria below and students will be asked to complete a checklist prior to paying for, and receiving, their formal ticket to attend the formal.

The below checklists were handed out to students at the first assembly of the year, Wednesday 25 January 2023.

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Year 12 Formal –Tuesday 12 September, 2023.

As part of our college values of courtesy, compassion, collaboration and courage the following criteria have been developed for 2023. Students will need to complete this checklist prior to obtaining an invitation to purchase a ticket for the 2023 School Formal. Please present this checklist to the staff below from Monday, 31st July, 2023 (Monday, Term 3, Week 4) for signing.

Tickets will be available for purchase from Monday, 14th August (Monday, Term 3, Week 6) at Client Services.

Student Name: _____

Mentor Class: _____

Criteria	Staff to Authorise	Signature
1. All assessment/work related tasks submitted in full for all subjects and courses in 2023: no NR's for year 12 assessment and all Certificates from 2022(complete) and 2023 up to date	HOD Senior School (Yr12)	
2. No unexplained absences (full days) and NO session inconsistencies recorded	HOD Senior School (Yr12)	
3. Behaviour that is befitting of a Senior Student	Mrs Jones – College Principal	
4. Subject and SRS fees paid in full from Years 7 to 12 term 2 paid in full	Deputy Principal – Senior School	
5. Whole day attendance or participation for the following physical events/teams: Swimming Carnival or Cross Country/membership in a Dance Crew or in a sporting team	HOD HPE or HOD Arts	
6. Community Service: attend Anzac Day service in Caloundra, or as otherwise permitted	Head of School - Secondary	
7. 100% of PPP course finalised	HOD Senior School (Yr12)	
8. All resources borrowed returned or paid for (except laptop if loaned, by arrangement only)	Resource Centre Manager	
9. Any uniform loan items returned	Uniform Shop Manager	
10. Purchase ticket from Monday, Term 3, Week 6	Mrs Jones – College Principal	

Once the above criteria has been met, students can obtain an invitation to purchase a ticket from **Mrs Jess Bennett, SL Staffroom**. Students can obtain this invitation during lunch breaks from Monday 31 July 2023, Week 4, Term 3.

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PAYMENT DETAILS:

Once Students have obtained an invitation to purchase a ticket, they will need to show this invitation at Client Services Finance Window to purchase their tickets.

- **Year 12 students are able to purchase formal tickets between Monday 14 August and Friday 1 September 2023.**
- **Our Finance Office is open between 8:00am – 12:00pm, Monday – Friday**
- **Please note: The Formal will not be invoiced. Payments can only be made to the Finance window once the students have completed their checklist and have received their invitation from Mrs Bennett.**

ALTERNATIVE UNIFORM:

• We understand that as this is a special event, which may necessitate some deviations from uniform policy (eg: fingernail extensions), there may be some need to breach regular uniform requirements during the week of the formal. As such, there will be no penalty for minor uniform variations, for the week of the Formal, however, all other uniform requirements will need to be maintained.

• Please be aware that when involved in activities there is an inherent risk of physical injuries occurring without any negligence on the part of the school and in such circumstances the responsibility for the injury and any associated costs will rest with you and not the school. Parents are advised that the Department of Education and Training (DET) does not have Personal Accident Insurance cover for students. DET has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or carer. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

KEY DETAILS

SUMMARY:

- Formal date Tuesday 12 September 2023. Cost is \$110 for a ticket.
- Meridan State College, Sport Centre. 214 Parklands Boulevard, Meridan Plains
- Invitation to purchase a ticket can occur in SL Staffroom during lunch breaks in Week 4, Term 3 from Monday 31 July 2023.
- Dietary requirements must be emailed to choga38@eq.edu.au by Friday 11 August 2023, Week 5 Term 3.
- Payment can occur at Client Services Finance Window, 8:00am – 12:00pm from Monday 14 August 2023.
- Formal meal commences when all students are seated in the venue, scheduled for 7pm.
- Formal concludes at 9.00pm.

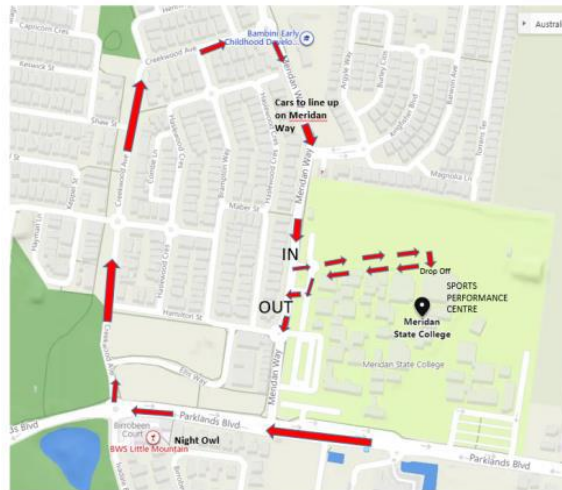
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ARRIVALS:

Arrival times are scheduled according to the allocated tables to manage traffic.

- **Students will receive a table number at the time of purchasing their ticket** and are to ensure they arrive during the allocated window of time.
- Ask your driver to follow the map attached to control the flow of traffic.

Arrival times:	
Tables	Arrives at
1 – 5	4:15-4:30
6 - 10	4:40 – 4:45
11 - 15	4:45 – 5:00
16 - 20	5:00 – 5:15
21 - 25	5:15 - 5:30
26 - 30	5:30 – 5:45
GROUP PHOTO	6:00



*These arrivals times could be altered closer to the date.

- If traffic backs up, please line up between Halcyon and the entrance gate.
- If you have a **partner** in the vehicle that does **not** attend Meridan State College, they need to **stay in the car**.
- Your car door will be opened by a Deputy Principal. Exit your vehicle with elegance and style. Walk towards the hall where the Principal will welcome you and admit you to the Function in the Sports Centre.

REMEMBER YOUR TICKET!

- Students will be able to keep on watching the arrivals via livestreaming inside the hall.
- We strongly encourage **multiple students per car** to allow us to greet the formal attendees in a timely manner.

ANNOUNCEMENT OF CAR AND STUDENTS:

- Students will receive an **announcement-card** at time of purchasing their ticket which they are to fill out and bring with them.
- **This will include all students in your car** on the announcement-card.
- When your car arrives, **hand your announcement-card to the staff member with the microphone**. They will announce the names of the students in your vehicle and any car details you would like broadcast to the crowd

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VIEWING STUDENT ARRIVALS:

• Parents, guardians, family, friends and partners are encouraged to gather and watch students arriving but must do so from a **designated zone MARKED IN YELLOW** on the below map.

COLLEGE MAP - SECONDARY CAMPUS

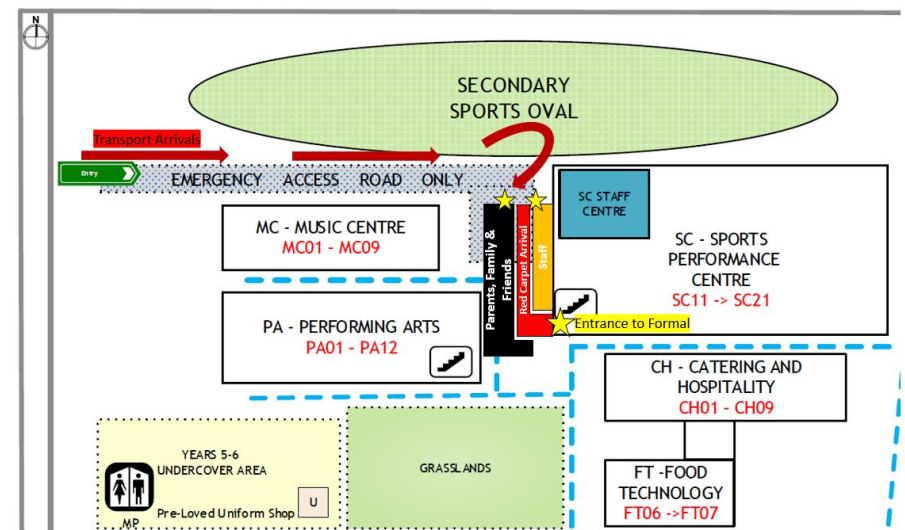


TABLE BOOKINGS:

- Students are to email Mrs Marshall choga38@eq.edu.au a list of a possible 10 students in which they would like to be seated with on the night. Students must include both First and Surnames. Students are encouraged to start emailing groups as soon as possible.
- Our tables seat 10 however if you don't have a group of 10 this is fine, we will join groups together so you have the best possible time!

DIETRY REQUIREMENTS:

- Dietary requirements must be emailed to Mrs Clara Marshall choga38@eq.edu.au by Friday 11 August 2023.
- Meals will be an alternative drop; thus students will be able to swap with the others at their tables if their tastes alter to what is delivered by the wait staff.
- There will be a vegan / vegetarian option, as well as gluten and dairy free options.

EXPECTATIONS FOR STUDENT BEHAVIOUR:

- The Formal is an official school function and therefore alcohol is strictly prohibited even if students are over the age of 18.
- Any student who presents under the influence of alcohol, even if they are over 18, will be refused admission and parents will be required to collect the student immediately.
- Illegal substances will be referred to the police.
- Police will be on hand to help monitor traffic and the arrival and departure of students.

PHOTOS:

- A photographer will take photos in the SPORTS CENTER from 4:00 – 8:00PM.
- Students can have as many group and individual photos as they like.
- Students will receive a QR Code closer to the function that will allow them to register to view photos after the function.

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LEAVING THE VENUE:

- The Formal concludes at 9:00pm sharp.
- No student will be permitted to leave the Formal before 9:00pm.
- Police will be patrolling the area as they depart to ensure their safety as they leave the function.
- No departures from the College grounds will be allowed prior to **9:00pm**. Parents wishing their young adult to leave with people other than themselves should inform the College (in writing), detailing the private arrangements made.

For any queries, please don't hesitate to contact Clara Marshall choga38@eq.edu.au if you have any questions regarding our event or guidelines for attendance. Meridan State College aims to create an event that will be a positive memory for the students to celebrate their time and achievement thus far of their time at Meridan.

Yours faithfully

Clara Marshall
Visual Art Teacher and Formal Committee

Greg Prestwidge
Deputy Principal