

# HIGHVIEW COLLEGE

## YEAR 12 END OF YEAR POLICY

**Person Responsible – Director of Pastoral Care**  
(Reviewed in odd years)



### **Rationale**

The achievements of our Year 12 students are appropriately recognised and celebrated in a variety of ways.

### **Aims**

- To enable our VCE students to leave our school on a happy and positive note
- Through the Year 12 final assembly allow the students to farewell their friends, teachers and College
- To provide formal occasions to recognise and celebrate the Year 12 cohort

### **Implementation**

- Changeover Ceremony – Term 4
- Year 12 Assembly – Last day of classes (after lunch)
- Valedictory Dinner with staff and immediate family members – Last day of classes.
- Photograph of the graduating class in the local newspaper

### **The Final Assembly**

The final Year 12 assembly will be organised and run by Year 12 students. An outline of the content and any visual material must be shown to the VCE Co-ordinator, at least one week prior to the event.

Acceptable activities will include 'thank you' comments to Year 12 teachers and/ or the staff in general, a review of funny moments from the year, and a 'good-bye' speech to fellow students. Comments made or implied about staff and fellow students need to be tasteful (not crude) and avoid any kind of ridiculing or put downs. Any mess created as a result of the assembly must to be cleaned up after the event, and no liquids are to be used as part of the event. The assembly is held in St Augustine's Church.

### **Luncheon**

On the last day of Year 12 classes, a lunch will be available outside the Theatre. Students and teachers are invited. They may choose to share some funny stories. This is an informal occasion.

### **The Dinner**

The Valedictory Dinner, a formal evening, is to be organized by the VCE Co-ordinator. The event will be open to Year 12 students, current staff (and staff who have left during the year), the College Board Chair and partner, and immediate family members of the Year 12 students.

The meal is followed by a formal presentation. Students will be formally introduced and presented with a small memento from the College to acknowledge their time at the school. School Captains will make a speech on behalf of the cohort.

In line with school policy no alcohol is to be consumed by any student or staff member.

### **Student Mementos**

Most Year 12 groups, as part of their valedictory activities, arrange for the production of wind-cheaters or T-shirts or other items containing the names of students. The Leadership Team must be responsible for the planning and negotiation of these items and must support the VCE Co-ordinator in the collection and accounting of all monies raised for the purchase of these mementos.

Ideally these items will be finalised before the end of Term 3. Consequently, design work needs to be done, and orders need to be placed in the middle of the year. Designs for such items need to be checked with the VCE Co-ordinator before orders are placed. Such designs need to avoid crudity, or put downs of school members or the school itself. If designs are acceptable to the Deputy Principal-Pastoral Care and the Principal, permission may be given for students to wear them during Term 4 and on other nominated occasions.

### **Year 12 Last Day**

There is no 'muck up' day at Highview College. Students must still adhere to College rules. Behaviour considered anti-social, thoughtless, destructive, irresponsible has no place at Highview. Obviously, any inappropriate behaviour will carry consequences. If deemed severe misbehaviour Year 12 students may be prevented from sitting their exams at Highview College.

Policy developed by Jenny Wardrop – 2010  
Updated by Wendy Pickering-Tyers – 2016  
Due for Review – March 2019