



# HIGHVIEW COLLEGE YEAR 12 END OF YEAR POLICY

**Responsible – Executive OPERATIONAL**

(Ratified every three years)

Developed by	DP Pastoral Care, Jenny Wardrop	2010
Updated by	VCE Co-ordinator, Wendy Pickering-Tyers	2016
Updated by	Principal, Melinda Scash	2019
Reviewed & ratified by	Board Director, Miriam Codognotto	April 2020
		2023
		2026

## **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**

- Handover Ceremony – Term 4 (when new school leaders are announced)
- Year 12 Assembly – Last day of Year 12 classes (after lunch)
- Graduation Dinner with staff and immediate family members – on the evening of the last day of Year 12 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 Head of Senior School, 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 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.

**Lunch with Staff**

On the last day of Year 12 classes, students and teachers share a lunch provided by Highview College. Students and staff may choose to share some funny stories. This is an informal occasion.

**The Graduation Dinner**

The Graduation Dinner, a formal evening, is to be organised by the Head of Senior School. The event will be open to Year 12 students, current staff (and staff who have left during the year), the College Board Chair, 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 during school functions, whether or not they are 18.

**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 or irresponsible has no place at Highview. Obviously, any inappropriate behaviour will carry consequences. Year 12 students who do not conduct themselves appropriately may not be able to attend the Graduation Dinner or sit their final exams at Highview College.