



GRADUATION CEREMONY ORGANISATION

Friday, November 13, 2020.

Dear Parents and Carers,

On November 5, the Department of Education shared that Graduation Ceremonies can go ahead, with parents in attendance, as long as the school has a COVID-Safe plan and adheres to the NSW Health 4 square metre rule guidelines, as well as, that all adults from different households are 1.5m apart at all times. These guidelines also require student numbers to be included in the 4 square metre rule when parents/site guests are present. As a result, whilst parents will be invited on to the site, as we would love to have as many guests as safely possible, we will have strict number capacities. This will be explained below. We aim to support parent attendance as best as possible, in accord with the restrictions and following health advice. Some seats will be out of the hall, in the Covered Outdoor Learning Area (COLA).

Capacity of Hall (adhering to the 4 square metre rule) including students/staff/stage/presenters = 72 people.

Capacity of COLA (adhering to restrictions also) = 25 people.

Therefore we can have a maximum of 97 in attendance (including staff and students).

Graduation Ceremony	Number of Students In Grade/ Attending	Staff Participants (Teachers/SLSOs for Grade/ Presenters)	Total In the Hall	Number of Students Receiving Awards	Parent/Caregiver Guests Permitted
Wednesday Week 8 2.12.20 Year 1 12-1pm	K/1S (Year 1's only) -15 1N – 22 1/2K – 15 (Yr 1s) = 52	Miss Sconfienza Mr Kirk Mrs Smith Ms Bain Mr Hollander Mrs Hulme Mrs Hodsdon Photographer SRC rep. x 1 = 9	61 (36 seats left)	16	2 guests for each child receiving an award <i>(Possibility of additional Parent/Caregiver if shared care arrangements are in place)</i>
Thursday Week 8 3.12.20 Year 2 12-1pm	1/2K - 10 2B - 23 2/3M – 11 = 44	Mr Kirk Ms Bain Mr Unicomb Ms Sharpe Mrs Hulme Mrs Hodsdon Photographer SRC rep. x 1 = 8	52 (45 seats left)	17	2 guests for each child receiving an award <i>(Possibility of additional Parent/Caregiver if shared care arrangements are in place)</i>
Monday Week 9 7.12.20 Year 3 12-1pm	2/3M - 13 3M - 27 3/4H – 13 = 53	Mr Unicomb Mrs Murray Mr Hughes Mr Hollander Mrs Redman Miss Patterson Mrs Hulme Photographer SRC rep. x 1 = 9	62 (35 seats left)	21	1 guest per child <i>(possibility of additional Parent/Caregiver if shared care arrangements are in place)</i>

Tuesday Week 9 8.12.20 Year 4 12-1pm	3/4H – 17 4M – 30 4/5P – 12 = 59	Mr Hughes Mr Morris Miss Patterson Mrs Hulme (a teacher has to photograph) SRC rep. x 1 = 5	64 (33 seats left)	33	1 guest per child (Possibility of additional Parent/Caregiver if shared care arrangements are in place ONLY if another parent does not attend/return this note)
Wednesday Week 9 9.12.20 Year 5 12-1pm	4/5P – 18 5C – 29 5/6H – 10 = 57	Miss Patterson Miss Clough Mrs Kirk Mrs Hulme Mrs Hodsdon (Teacher to be Photographer) SRC rep. x 1 = 6	63 (34 seats left)	34	1 guest per child (Possibility of additional Parent/Caregiver if shared care arrangements are in place ONLY if another parent does not attend/return this note)
Thursday Week 9 10.12.20 Year 6 12-1pm	5/6H – 15 6D – 23 6N – 21 (* = 59) Max of 23 students in the Jackson Hall at once (largest class)	Mrs Kirk Mr Doherty Mrs Donald Miss Patterson Director of Schools Mrs Hulme Mrs Hodsdon Photographer SRC rep. Year 5 x 2 = 10	*All students and 10 staff/presenters = 69 (would mean only 29 parents could attend the Year 6 Graduation, but each child is acknowledged). As a result, only 1 class will be in the hall at a time. Largest class = 23 + 10 staff/presenters TOTAL = 33	All students acknowledged / Award recipients will be on a roll of honour, but award type will not be shared in advance	97 capacity minus 33 MPS students/staff in the hall = 64 parents/caregivers can attend. This will equate to 1 guest per child (Possibility of a second guest if the child is receiving a special award and is in a shared care arrangement).
Friday Week 9 11.12.20 Kindergarten 12-1pm	KS – 21 KV – 21 K/1S -7 (* = 49) Max of 21 students in the Jackson Hall at once (largest class)	Mrs B. Smith Mrs Pearce Mrs J. Smith Ms Vaughan Ms Bain Mrs Hodsdon Mrs Hulme Photographer SRC rep. x 1 = 9	*All students and 9 staff/presenters = 58 (would mean only 39 parents could attend the Kindy Graduation, but each child is acknowledged). As a result, only 1 class will be in the hall at a time. Largest class = 21 + 9 staff/presenters TOTAL = 30	All students are acknowledged and all receive an Award	97 capacity minus 30 MPS students/staff in the hall = 67 parents/caregivers can attend. This will equate to 1 guest per child (Possibility of a second guest if the child is in a shared care arrangement).

As you can see, a lot of planning and adjustments go into every event at Merimbula Public School, particularly when ensuring we adhere to COVID-Safe/NSW Health Guidelines. We are so fortunate to be experiencing good COVID-health across our region/state, to allow these guidelines to be put in place so that some parents/caregivers can attend our graduation events. Please be advised though, that this is the 'best case scenario' at this time. **Should there be a COVID case at Merimbula Public School, in the township of Merimbula, or where students have been on camp in recent weeks, or if NSW Health/Department advice changes, we may advise at short notice that parents/caregivers/whole classes are no longer permitted to attend.** If this is the case, we will endeavour to photograph/film all events, where students have permission to publish.

Further to this, parents attending will need to have their 'ticket', which will be received after the attached slip has been returned to school. Subsequent tickets for students in shared care arrangements, may be held until after enough tickets become available. Please ensure that you return this acknowledgement slip before the due date of **Monday, November 23** so that your ticket is not reallocated.

Parents/caregivers with tickets who are attending the event, must be free of any flu-like symptoms. Parents/caregivers who present as unwell at any graduation event, will be excluded from attending subsequent events until they are showing no symptoms and have provided the school with a negative COVID-test result. Ticket holders will be provided with a *Visitor's Declaration* to sign and hand in with their ticket on arrival at school. Parents/caregivers without tickets, or who refuse to complete a declaration, will not be permitted on site. No late tickets will be handed out. No tickets will be handed out on the day, or after Week 7. Please support us to support you, and make this event a success by adhering to these guidelines.

Information about access to the hall, seating arrangements and other COVID-safe event measures, will be provided to ticket holders during Week 7 of this term (the week commencing Monday, November 23). This will be when parents/caregivers receive tickets.

Please be advised that, due to the strict NSW Health guidelines and capacity requirements, siblings, toddlers, infants, babies and other guests will not be able to attend the ceremonies. This means that if you have a baby, unfortunately they cannot attend, even if they are in a pram/seated on a lap. ONLY people who arrive with a ticket will be let in.

Please find below the acceptance slip for you/a parent/caregiver to attend your child's Graduation Ceremony, which will include his/her yearly Presentation Day Award Ceremony. If you cannot attend, please let us know in the slip, so that additional parents/caregivers can be included if a student lives within a shared care arrangement.

Kind Regards,
Michelle Hulme
Principal



Education

PO Box 48
Merimbula NSW 2548
Ph: 64951266 FAX: 64953239
merimbula-p.school@det.nsw.edu.au





Graduation Ceremony Invitation

Friday, November 13, 2020.

Dear Parents and Caregivers,

Your child _____ of class _____ is:

- In Year 6 and will be acknowledged and/or receiving an award at the Year 6 Graduation event on Thursday, December 10 between 12 noon and 1pm;
- In Kindergarten, will be acknowledged and will be receiving an award at the Kindergarten Graduation event on Friday, December 11 between 12 noon and 1pm;
- In Years 1 to 5 and will be receiving acknowledgement/an award at their grade-based Graduation event on one of the following dates between 12noon and 1pm (Year 1 – Wednesday, December 2; Year 2 – Thursday, December 3; Year 3 - Monday, December 7, Year 4 – Tuesday, December 8; Year 5 – Wednesday, December 9;
- Is a valued member of our school community, but will not be receiving a special/class/grade award as part of this year's Graduation and Presentation Day events. You are not required to return the acceptance slip below.

The award/acknowledgement your child is receiving includes:

- A class/grade/special award;
- A graduation certificate;
- Induction into a leadership position for 2021.

Please indicate on the slip below if you would like to attend his/her Graduation event and whether additional tickets would be appreciated, if they are available. Please ensure you return one slip per child by Monday, November 23.

Thank you for supporting our school and this event, during changed times in 2020.

Regards,
Michelle Hulme
Principal



Graduation Ceremony Acceptance - 2020

Please return this slip to the office by **Monday, November 23 to ensure you receive your reserved ticket (otherwise it may be reallocated)**

Dear Ms Hulme,

My child _____ of class _____ (grade _____) is receiving an award/acknowledgement at their Graduation event, and I would like:

- 2 tickets for (guest name) _____ and (guest name) _____ (Year 1 and Year 2 ONLY);
- 1 ticket for (guest name) _____ (for parents of Years 3 to 6 and Kindy students);
- Additional tickets as my child is in a shared care arrangement. I understand that for additional tickets, I may be placed on a waitlist. Additional carers: _____ and _____ (Year 1 and 2)
- Other waitlist request/s: _____

****I have consulted all shared caregivers where applicable, prior to completing this form. I am aware that I am unable to bring any siblings, infants, extra children or guests to the event.***

Parent / Caregiver Name: _____ Signed: _____ Date: _____

