



Mount Annan High School

Year 12 Graduation Ceremony

2020

Important Information for Students and Guests

It should be noted that any and all of the information provided in this document may need to be altered or changed at short notice depending upon the advice from NSW Health and/or the Department of Education with regards to Covid-19. The Health and safety of our students, guests and community will always be our first priority.

- Date:** Monday 16th November 2020
- Time:** The ceremony will commence at 6.00pm
- Venue:** Outdoors on the School Oval.
- Seating:** Chairs will be provided on the oval.
- Duration:** It is estimated the ceremony will take between 60 and 90 minutes.
- Guests:** Each family may have a maximum of 4 family members on the evening.

Information for Graduating Students.

- **Graduation rehearsal** will be held at **3.30pm immediately before** the graduation ceremony itself. Students will be required to assemble on the oval in front of the stage at this time.
- **Full school uniform** is required at both the rehearsal and actual graduation as there will be no time to change between the two events.
- Please bring a **bottle of water** with you to the rehearsal to stay hydrated.
- Depending upon the weather conditions on the afternoon, you may wish to bring sunscreen and a hat.
- Graduating students will have allocated seating directly next to the stage for the duration of the graduation ceremony.
- Graduation gowns will be picked up at the rehearsal. They are to be returned immediately following the conclusion of the Graduation Ceremony.
- Professional photographers have been hired to take photos throughout the evening. Photos will be made available following the event via the photographer's website. Further information will be provided at the graduation ceremony.

Please note the following pages contain important information for Parents, Guardians and Family members on the evening. The contact information must be filled out and returned to Mr Murray in the Learning Centre by **Friday the 6th November**. This returned sheet will also act as your RSVP with regards to your attendance on the evening. (Last page of this information handout.)

Information for Parents, Guardians and Family members.

Given the current challenges with regards to community health, graduation ceremonies across NSW are being run very differently when compared to what has occurred in the past. As a result of the rules and guidelines that schools must now follow, the following information will outline how our graduation ceremony will be conducted in accordance with the school's Covid-19 Safety Plan for this event.

- A **maximum of 4 people** per family group may attend.
- The gates will be open for guests entering the school at **5.15pm**.
- All guests **must remain seated** throughout the ceremony.
- All guests must remain in their allocated seating areas. Each allocated seating area will be separated by at least 1.5m in accordance with Covid-19 safety protocols.
- Seating will be provided in family groups. Different family groups **may not** mix and sit together at the graduation.
- The following pages contains a list of contact details and information which must be completed for all visitors to the school on graduation evening. This list must be returned by the students to Mr Murray by no later than **Friday the 6th November 2020**.

Arrival: To limit congestion and overcrowding on arrival, 3 access points to the school will be used. (Please see attached diagram). Family surnames will be used to determine which gate guests will use to access the school grounds.

- Surnames starting from **'A' through to 'F'** are asked to use the small carpark gate located at the Northern end of the school closest to the roundabout and Mount Annan shops.
- Surnames starting with **'G' through to 'N'** are asked to use the 'bus' gate located in the middle of the front fence of the school.
- Surnames starting with **'O' through to 'Z'** are asked to enter the school via the main gate located opposite the school office.

We would ask that all members of your family group are assembled **prior to your arrival** at your entrance gate.

As you enter, your family group will be marked off, contact details checked, and ushers will show you to your allocated seating area on the oval. Guests are asked to sanitise their hands before entry to the school grounds.

As you line up waiting to be shown to enter the school grounds, we request that all people observe Covid-19 safety protocols and remain at least 1.5 metres away from other family groups.

Please note that if there is anyone in your family group that requires accessibility or mobility assistance, please let me know when the contact details forms are returned. A limited amount of parking is available on site for people who require assistance in this area.

Exiting the school: When the ceremony is concluded, the graduates will be in the school quadrangle. As you pick up your students from the quad, we have to follow the Covid-19 Safety guidelines provided for graduations and request that your family group **depart from the school grounds promptly**. We would also ask that you use the same gates by which you entered the school to once again avoid congestion, overcrowding and congregating in large groups.

The following information comes from the Department of Education 'External Visitors to School Site form'. It is compulsory for all visitors to read through and provide contact details and sign this form before they can gain entry to the NSW Government School grounds. This form will act as evidence that visitors are aware of, and will abide by their obligations to comply with the health advice of the day, including hygiene and distancing requirements. The visitors must provide personal contact information to the school to be used in an emergency or when performing contact tracing if required.

- **Stay at home when unwell.**
- **Wash / Sanitise your hands regularly and thoroughly.** Use Hand Sanitiser on arrival to the school, and wash your hands or use hand sanitiser at regular intervals throughout your visit to the school.
- **Maintain respiratory hygiene.** Cover your cough or sneeze through coughing or sneezing into your elbow or tissue, and then disposing of tissues immediately. Wash / sanitise your hands after you have coughed, sneezed or blown your nose.
- **Avoid shaking hands and use non-contact greetings.**
- **Maintain physical distance** from other people while on the school site. In particular, maintain physical distance from adults at the school, and limit physical contact with students.
- **Clean any shared equipment**
- **Use personal protective equipment (PPE) where relevant**
- **Keep our school environment clean**

The following page must be completed in full for all people in your family group entering the school grounds, including younger siblings of the graduating students. Parents / Guardians are requested to sign for them on the documentation / declaration. **This returned contact sheet will act as your RSVP with regards to your family's attendance at the graduation.**

Acknowledgement from visitors on health and hygiene measures at our school. PLEASE RETURN THIS PAGE TO THE SCHOOL WHEN COMPLETED BY FRIDAY 6/11/20

- All of the undersigned are well and have no signs or symptoms of flu like illness.
- Personal contact information for all visitors in my family group have been provided so they can be contacted where appropriate.
- Current requirements and directions for hygiene and physical distancing within NSW as per NSW Public Health Orders are understood.
- All of the undersigned confirm they have reviewed the safety and hygiene measures in place at the school and all agree to follow and implement these requirements.
- If visitor (s) not from NSW are attending, the person / people identified below confirm that they have a valid NSW border entry permit and have complied with the requirements of this permit. I / we have provided a copy of the permit to the school.

Graduating Students Name: _____

Visitors Name and Email Address (where applicable)	Contact phone number	Signature	Date

Mr K. Bates
Principal