



Mount Annan High School

Year 12 Sign Out, Graduation Rehearsal and Graduation Ceremony Information 2023

Important Information for Students, Parents, Carers and Guests

Sign Out and Graduation Rehearsal

Date: Thursday 16th November 2023

Time: 9.00am – 11.00am

Venue: Library, then the Quad

The Year 12 Sign Out is a **compulsory** activity for all graduating students. Please proceed to the Library upon arrival at school to go through the sign out process. You will need to **return all outstanding books and equipment**, as well as settling any outstanding items or payments. Please **bring a pen** with you on the day to make your sign out an easier process.

While school uniform is not compulsory for sign out, **you will be required to dress appropriately**. **Open toed shoes such as thongs, slides etc are not appropriate footwear to wear on the school site**, so please do not wear them to your sign out. Closed in footwear is required for the sign out process.

Immediately following your sign out, students will be sized for, and try on their Graduation Gowns for the evening's ceremony. Once this is completed, a **Graduation Rehearsal** will be held in the Quad. This rehearsal will cover all aspects that the students will need to know to take part in that evening's Graduation Ceremony. Following the rehearsal, the students will depart the school until the Graduation Ceremony that evening.

Graduation Ceremony

Date: Thursday 16th November 2023

Time: The ceremony will commence at 6.00pm (students must arrive at 5.00pm and go straight to the hall; Gates for guests will open at 5.00pm).

Venue: Outdoors on the Quad. (weather permitting)

Seating: Chairs will be provided on the Quad with allocated seating.

Duration: It is estimated the ceremony will take 80 minutes.

Guests: Each graduating student may have a **maximum of 4 Guests** on the evening.

Information for Graduating Students.

- Students will be required to assemble in the Hall at 5.00pm sharp.
- **Full school uniform is required for Graduation including black leather shoes.**
- Graduating students will have allocated seating directly next to the stage in the Canteen area for the duration of the graduation ceremony.

- **Graduation gowns** will be distributed to students at 5:00pm in the Hall. The gowns must be returned to the Year Advisors, in the hall, 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 and handout information will be provided at the graduation ceremony.

Please note the following pages contain important information for Parents, Guardians and Family members for the Graduation evening. To attend the Graduation, the guest information must be filled out and returned to the Year 12 Year Advisor's, Ms Krishnan or Mr Singh by:

Friday 22nd September, 2023 (Last day of Term 3)

at the latest. If you wish, the students may return this form before this date. This returned completed sheet will also act as your RSVP with regards to your attendance to the Graduation evening. (Last page of this information handout.)

Alternately, if you would prefer to email the Graduation RSVP and Guest Information page back to the school rather than hand in a hard copy, please email the final page of this information letter to Mr Murray the Year 12 Learning Centre Coordinator at chris.murray@det.nsw.edu.au on or before the 22nd September 2023.

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 prior to 2020. As a result of the rules and guidelines that schools now follow, the following information will outline how our graduation ceremony will be conducted:

- A **maximum of 4 people** per family group may attend.
- All attendees must be well and free of any flu-like symptoms.
- The gates will be open for guests entering the school at **5.00pm**.
- All guests **must remain seated** throughout the ceremony.
- All guests must remain in their allocated seating areas.
- The following page asks for the names of the four guests who will be attending the Graduation Ceremony. This information must be completed for all visitors to the school on graduation evening. This list must be returned to the school by the students or by email by no later than **Friday 22nd September, 2023**.

Arrival: To limit congestion and overcrowding on arrival, 2 access points to the school will be used for guests to enter the graduation. (Please see attached diagram). Family surnames will be used to determine which gate guests will use to access the school grounds.

- Surnames starting with '**A**' through to '**L**' are asked to use the 'bus' gate located in the middle of the front fence of the school next to the video information billboard
- Surnames starting with '**M**' through to '**Z**' are asked to enter the school via the main gate located opposite the school office.

We ask that all guests in your group are assembled **prior to your arrival** at your entrance gate so as guests can enter altogether.

As you enter, guests will have their names marked off at the gate. Once check in is completed, ushers will show guests to their allocated seating area in the Quad. Guests are asked to sanitise their hands before entry to the school grounds. Masks are optional.

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

Exiting the school: When the ceremony is concluded, the graduates will be in the school Quad. As you meet the students in the Quad in preparation to depart, 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 advice is provided by the Department of Education to all visitors when entering a school site.

- **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 where possible and use non-contact greetings.**
- **Maintain physical distance** from other people while on the school site.
- **Clean any shared equipment**
- **Use personal protective equipment (PPE) where relevant**
- **Keep our school environment clean**

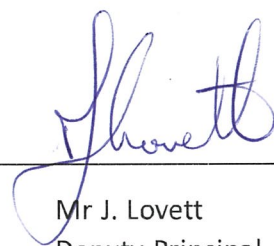
The following page must be completed for all guests entering the school grounds, including younger siblings of the graduating students. **This returned contact sheet will also act as your RSVP with regards to your family's attendance at the Graduation.**

Finally, as this is an outdoor graduation, **it is subject to change due to weather**. Please continue to access our school social media and school website for any changes that may eventuate closer to the date.

Yours sincerely,



Mr K. Bates
Principal



Mr J. Lovett
Deputy Principal

GRADUATION RSVP and GUEST INFORMATION

PLEASE RETURN THIS PAGE TO THE YEAR 12 YEAR ADVISOR'S OR VIA EMAIL TO MR MURRAY WHEN COMPLETED ON OR BEFORE FRIDAY 22nd SEPTEMBER, 2023. (Last day of Term 3)

(email address to return this form: chris.murray@det.nsw.edu.au)

A **maximum of 4 seats** will be issued to each graduating student. Please indicate the full names of those who will be attending the Year 12 Graduation on Thursday 16th November 2023. Names of guests will be checked off upon arrival to the graduation.

Graduating Students Full Name: _____

Guest 1 Name: _____

Guest 2 Name: _____

Guest 3 Name: _____

Guest 4 Name: _____

Parent signature _____

Date: ____/____/ 23