



## **GRADUATION GUIDELINES**

*Revised January 2016*

### **Responsibility**

Year 6 students, staff, parents and PFC.

### **Purpose**

- To ensure the Year 6 students have a memorable final year at primary school.
- To provide a fitting occasion, in the form of a graduation ceremony.
- To recognise the achievements of the Year 6 children.
- To provide a lasting memento for the children of their years at Somers.

### **Nature**

The Graduation Ceremony should be one in which all the children participate and should not discriminate between children (families) due to costs. Being a small School, there will be variations in the number of children graduating and the planning group needs to take this into account each year.

### **Implementation**

A planning group needs to be formed, with the parents (if practical) of the children in Year 6. This group should meet in the first term to plan the actual event.

Children should be asked for their input into this process. They should feel a degree of ownership as to how they wish the ceremony to go.

A suitable venue, catering and presentations should be decided upon by the organising committee. The presentation may take the form of a gift, year book (written by the children) or any other suitable suggestion, but should in some way remind the children of their time at Somers.

While PFC may help with fundraising, the organising committee (and children) may have suggestions as well.

### **Evaluation**

The organising committee should meet to review the graduation, preferably as soon after the event as possible.

This committee should make recommendations for the new committee on anything they feel could be improved upon. These recommendations should be in the form of a report.

The children should also be surveyed informally about the graduation. Their opinions should also be included in this report.

### **Resources**

School Council may choose to support the graduation in a manner deemed appropriate. The Graduation should be self-funded.