

COLLEGE POLICY and PROCEDURE: **Year 12 Formal Policy**
 APPROVED: 2019
 REVIEW DATE: 2021

Related Policy	Address
Safe and Supportive Schools	https://www.education.act.gov.au/support-for-our-students/safe_supportive_schools
Alcohol Policy	https://bit.ly/2pDCKym
ACT Police safe party behaviours	https://police.act.gov.au/safety-and-security/safe-party-behaviours

Context:

The Canberra College community acknowledges and celebrates the successful conclusion of the last formal year of secondary education. All students who have completed their Year 12 studies at the college qualify to attend the Formal. Each student wishing to participate may bring one guest. The event is run and supervised by college staff, and participants are expected to follow their directions.

Definitions:

- **Formal:** A social event conducted under the duty of care arrangements of the college and subject to College and Department of Education supervision guidelines.
- **Completion:** A student qualifies to attend based on completion of the ACT Year 12 Certificate requirements and satisfactory behaviour.
- **Guest:** A person who accompanies a Canberra College student. It is expected that they will abide by the duty of care arrangements. No age limit is placed on this guest

Arrivals and Motor Vehicles

- Arrivals are part of the spectacle of the Formal.
- Students must remind their designated vehicle operator to drive in a safe and responsible manner and are to adhere to ACT Road Rules and site-specific requirements.
- Police often attend to ensure vehicles are roadworthy.
- Traffic and security wardens and the Australian Federal Police enforce the adherence of ACT traffic laws including responsible driving during arrivals and appropriate behaviour by spectators and to remain behind barriers to ensure the safety of attendees at the time.

Entry to the formal

- At the entry to the venue, students and their guests will be asked to show the contents of their handbags, pockets and socks. Any alcohol, drugs, weapons or other possessions of concern will be confiscated. As a result, students and their guests may not be admitted and may forfeit the cost of their ticket.
- Entry to the Formal is only by a pre-purchased formal ticket. A photograph ID must be produced on entry and available on demand throughout the night.
- Students behaving in an inappropriate manner or who appear to be under the influence of drugs and/or alcohol will not be admitted and will forfeit the cost of their ticket.

- Attendees must dress appropriately for a formal event being mindful that Canberra College is a multicultural community and attendees should dress respectfully.
- All students must sit at their allocated table for the formal parts of the evening, however, at other times are encouraged to move around the venue for photographic opportunities and socialising.

Accompanying guests of Canberra College students

- Accompanying guests are the responsibility of the Canberra College student.
- Guests are expected to behave in accordance with the entry requirements of the Canberra College student.

Behaviour requirements:

- Venue/drop off point and carpark are an alcohol, cigarette and drug free zone for all people including arrival guests.
- No smoking is permitted at the venue area.
- This is an alcohol and illegal substance free event. Alcohol is not permitted on the premises and it will be confiscated if found and you may be asked to leave the event.
- As per enrolment guidelines students are to adhere to the Safe and Supportive Schools policy and College Code of Conduct.
- Students/parents/carers are to ensure the wellbeing of all school community members is maintained and support schools and school events to remain free from bullying, harassment and violence.
- Inappropriate behaviour or non-compliance by either the student or guest on the night will result in both student and guest being asked to leave the venue.
- All attendees are expected to remain at the venue until the official conclusion of the event unless prior arrangements have been made with the organisers.
- Social media/ICT awareness of all attendees before, during and after the event.

After Formal Parties

- Parents/Carers are reminded that there will be no College endorsement, responsibility or supervision at 'after party'.
- '*Canberra College*' should not be referenced in any invitations or social media sites.
- Teachers are not permitted to attend private parties with students after the formal.
- Canberra College encourages families to ensure appropriate safeguards are in place, especially the notification of venues of such parties.
- Please refer to ACT Police Safe party behaviours <https://police.act.gov.au/safety-and-security/safe-party-behaviours>

While many Canberra College students and their guests are over 18 years of age, as this is a school run event, alcohol will not be permitted. Please refer to ACT Education Alcohol Policy: <https://bit.ly/2pDCKym>

The School Board has made provisions to ensure all students are able to afford to attend the Formal. Please contact the Principal for this confidential support.