



# STAWELL SECONDARY COLLEGE

## **Stawell Secondary College Presentation Ball Policy**

### **Rationale:**

- Stawell Secondary College recognises that the SSC Presentation Ball is an event, which connects the college to the community and provides the students with the opportunity to learn new skills.
- SSC is also cognisant of the need to keep students safe and will take all necessary measures to ensure their safety whilst they are participating in the SSC Presentation Ball.

### **Aims:**

- To ensure all those involved with the SSC Presentation Ball have the appropriate Working with Children Check (WWCC) or relevant Police Check, if required.
- To state the frequency of the event.
- To clarify who is eligible to participate.
- To clarify the structure of, and the protocols regarding, the organising committee and the running of the SSC Presentation Ball.
- The SSC Presentation Ball is a not for profit venture.

### **Definitions:**

Word	Definition
Working With Children Check (WWCC)	A legal requirement for people doing child-related work. The check screens a person's criminal record, and in some cases their professional conduct records.
Not for profit	Not making or conducted primarily to make a profit.

### **Responsibilities:**

- The students
- The parents/guardians
- Stawell Secondary College
- The dance instructors

### **Implementation:**

#### Eligibility

- Students must attend Stawell Secondary College at the time of the Presentation Ball to be eligible to participate.
- All students in Year 11 are eligible to participate in the SSC Presentation Ball.
- Students in Year 10 or 12 can be chosen as a partner, however there needs to be exceptional circumstances. These students must have permission from the committee and the Principal prior to this occurring.



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- Students participate in the Presentation Ball as a couple and may choose a partner regardless of gender provided that the eligibility criteria are also met.
- Students who cannot participate in the SSC Presentation Ball during their Year 11 year, due to illness or other exceptional circumstances, may be permitted to participate during their Year 12 year. These students must have permission from the committee and the Principal if they wish to participate.

## Frequency of event

- Stawell Secondary College will host a SSC Presentation Ball every year, unless the interested numbers of students falls below seven (7) pairs/couples.
- Should the numbers fall below seven (7) pairs/couples and the SSC Presentation Ball is cancelled – the students who miss out in their Year 11 year, are eligible to participate the following year when in Year 12.
- Rehearsals will commence, at the discretion of the instructors, early in Term 1 and the event will be held early in Term 2.
- The SSC Presentation Ball will be held on a Friday and Saturday evening, when numbers are sufficient.
- If only one event is required, it will take place on a Saturday evening.

## Committee

- The SSC Senior Assistant Principal must join the SSC Presentation committee. They are responsible for ensuring that the SSC Presentation Ball Policy is adhered to, and to liaise as a representative of the school.
- As far as possible, the committee will seek a representative from the previous year's committee.
- The remainder of the committee will consist of interested parents/carers.
- The committee will jointly make decisions, after consultation with the student group, other parents, the dance instructors and the SSC Principal where appropriate.
- All expenditure for the SSC Presentation Ball will be approved by the Principal/ (10-12) Assistant Principal/ Business Manager/ Committee, before any materials are ordered or booked.
- The committee will determine the cost per student for the SSC Presentation Ball based on the foreseen expenditure for the SSC Presentation Ball.
- All payments associated with the SSC Presentation Ball will be transacted through the school.
- All requests for donations or sponsorship must be approved by the Principal.
- Fundraising, if any, shall be in accordance with the relevant Stawell Secondary College policies.
- The committee will provide the catering for the SSC Presentation Ball.

## Procedure for students

- All students wishing to participate in the SSC Presentation Ball will submit their names and partnership deposit to the committee by Week 2; Term 4 in the preceding year.
- The partnership deposit is non-refundable.
- All students wishing to participate, will receive a copy of the Presentation Ball Policy to sign and return to the Presentation Ball committee. This will ensure that they are aware of the rules and expectations regarding behaviour leading up to, and during the event.



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- Any student suspended by SSC, may be ineligible to participate in the SSC Presentation Ball, at the discretion of the Principal.
- All students and patrons will respect the NO ALCOHOL policy of the SSC Presentation Ball.

## Procedure for Parents/Carers

- Parents/Carers will sign an agreement, which covers their willingness to meet the financial costs associated with the SSC Presentation Ball.
- Parent/Carers will be eligible to join the organising committee.
- Parents/Carers who do not join the committee will be expected to assist with the set-up and clean-up of the Presentation Ball.
- Parents/Carers will abide by the set numbers of guests for the SSC Presentation Ball. (6 guests per partner on each table, with a maximum of 12 guests in total)
- Parent/Carers and family members will respect the NO ALCOHOL policy of the SSC Presentation Ball.
- Parents/Carers will ensure that the After Party will be set for a later date, after the event weekend.

## Procedure for SSC

- SSC will ensure that all volunteers/instructors who assist with the SSC Presentation Ball have the appropriate WWCC or Police Check. Their details will be added to the relevant SSC register. (refer, Ministerial Order 870)
- SSC will nominate a staff member to join the committee each year.
- SSC will encourage all staff to be involved in the SSC Presentation Ball in some way.
- The Principal will have the ultimate say in any issues, which are controversial or potentially divisive, regarding the SSC Presentation Ball.
- All funds left over from the Presentation Ball will be collected and kept by Stawell Secondary College for purchases as recommended by the Presentation Ball committee and participating students.

The SSC Presentation Ball is an ALCOHOL FREE event.

## **Evaluation:**

This policy will be reviewed as part of the school's review cycle in June every year in conjunction with the Child Safe Policy. Changes to the Policy can be recommended by the SSC Presentation Ball Committee. The review will be led by a nominee of the School Council and SSC Presentation Ball Committee and referred to the Policy Sub-Committee and School Council for ratification.

Last Reviewed: June 2019

Date of next review: June 2020