

Narangba Valley State High School



Senior Formal 2017

Expression of Commitment

NVSHS 2017 SENIOR FORMAL

Dear Parents/Caregivers and student,

As the 2017 Senior Formal Coordinator, I have been working steadily on the organisation of this year's 'night of nights': the 2017 Senior Formal. It is my utmost pleasure to volunteer the extra time to ensure this event is a resounding success for the Year 12 Class of 2017, and it is my hope that it will be one of the highlights of the year for the Narangba Valley State High School community.

At the beginning of the school year, I took the opportunity to outline the Formal expectations for all students. These expectations have been clearly articulated in order to ensure that all year 12 students were provided with a fair and equitable opportunity to receive an invitation to attend the 2017 Senior Formal.

The successful organisation of the 2017 Formal occurs only through strict adherence to certain processes, policies and procedures. It is therefore of great importance that students and parents please observe all instructions, expectations and deadlines associated with the organisation of this exciting event. Failure to adhere to any instructions, expectations or deadlines may result in students missing the opportunity to attend the 2017 Senior Formal.

To move forward with the planning of this exciting event, firm indications of your intention to attend the 2017 Senior Formal and firm indications of your commitment to follow all outlined rules and expectations are now needed from parents and students. Your indications of some smaller issues (food and transportation) are also required.

In this document, I would also like to take the opportunity to further outline details of the event, formalities and etiquette, rules and behaviour expectations, as well as reinforce some important guidelines surrounding eligibility in order to give all students and their parents a clear understanding of the event and a fair and equitable chance to attend. This is the purpose of this documentation so please take the time to read through each item and complete all required sections as directed.

Students and parents are expected to sign acknowledgement and agreement of the Rules and Expectations (pg. 4) in order to attend the 2017 Senior Formal. The Expression of Commitment and menu survey forms must also be completed and returned to Miss McShea at Freeman Staffroom NO LATER THAN FRIDAY 04/08/17. If you fail to return this Expression of Commitment form indicating your intention to attend the 2017 Senior Formal, it will be assumed that you do not wish to attend.

Should you or your student have any questions about the 2017 Formal, or the information contained in this document, please feel free to contact me to discuss your queries.

Miss Kristy McShea

Head of Year 12

Narangba Valley State High School

Harris Ave Narangba, QLD 4504

Freeman Staffroom

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2017 SENIOR FORMAL RULES & EXPECTATIONS

The successful running of this event is only made possible by students behaving positively and appropriately during the evening. If a student breaches any of the Rules and Expectations outlined in this document, the student will be removed from the 2017 Senior Formal. Any student removed from the Formal will not be invited to stay at the venue. Once removed, they will either be collected from the venue by their parents/caregivers or they will be sent home in a taxi at the expense of parents/caregivers. This event is a formal function at a stylish 5-star venue. The school community and the staff of Victoria Park Function Venue expect an appropriate standard of dress and exemplary behaviour on the night.

The following Rules and Expectations are outlined to ensure that the 2017 Senior Formal is a memorable and wonderful occasion for all concerned. These Rules and Expectations are provided to ensure the high standards of behaviour and appropriate 2017 Formal etiquette required for the evening are met and understood by all so that the event is not spoilt for students, parents or staff.

- The 2017 Senior Formal is not a compulsory part of our educational service; it is a voluntary activity offered by the school with staff volunteering their time and services to supervise the students.
- Attendance at the 2017 Senior Formal is a privilege, not a right. Any demonstrated inappropriate behaviours, lack of subject engagement or outstanding financial obligations up until and including the day of the formal will result in loss of Formal privileges, regardless of bookings (vehicle, beauty etc.) made by students or their parents/caregivers.
- Only current grade 12 students attending NVSHS are eligible to attend the 2017 Formal. Students are not permitted to bring guests from other year levels or from outside the school (partners, family members, friends etc.).
- Only eligible students will be able to purchase a Formal ticket and attend the 2017 Formal (see Expectations and Eligibility section of this document).
- The event is drug and alcohol free. Regardless of their age, students are not to drink alcohol, smoke cigarettes or partake in the use of drugs prior to or during the function. Any evidence or suspicion of such behaviour will result in the student being removed from the Formal.
- Transport to and from the formal venue is the responsibility of students, parents/ caregivers. (See Travel Arrangements section of this document). It is expected that suitable and reliable transport to and from the venue be organised by students and parents/caregivers. Students with licences are advised not to drive themselves or their friends to or from the venue.

- The school will organise buses to transport students home from the venue.
- The Dress Code for this event is formal. The school will not dictate fashion choices however students are expected to be dressed in socially acceptable formalwear/ attire. (See Dress Code section of this document).
- Appropriate table manners and standard etiquette is to be observed at all times. (See Formal Etiquette and Table Manners section of this document).
- Appropriate behaviour at the entrance to Victoria Park, in the venue foyer, in the lifts or stairwell/elevator, on the balcony area and inside the ballroom must be exhibited at all times. Any risky or dangerous behaviour will result in the student being removed from the 2017 Formal.
- The rules and safety standards of the function venue are to be observed at all times. (See Venue Information and Requirements section of this document).
- The normal rules, standards and expectations (including Respect, Integrity, Commitment) apply to all NVSHS students while at the 2017 Formal and on their journeys to and from the venue.
- This event will be supervised by NVSHS teaching staff, admin staff (Principal, DPs, HoDs), security personnel and venue staff. Respectful adult behaviour must be exhibited to other students, teaching staff, security staff and venue staff at all times. Any instructions/directions given by venue staff, security personnel or NVSHS teaching staff are to be promptly obeyed.

I have read the above list of Rules and Expectations and I agree to abide by all 2017 Formal Rules and Expectations as outlined above, as well as those described in further detail within this official document.

I understand that should I breach any of these Rules or Expectations on the night, I run the risk of being removed from the 2017 Senior Formal. I understand that if I am removed from the Formal, either my parent will collect me from the venue or I will be sent home in a taxi at the expense of my parents.

I understand that certain academic actions, behaviour choices or financial obligations (as outlined in this and within previous Formal documents) could render students ineligible to attend the 2017 Senior Formal. Should I become ineligible to attend the 2017 Senior Formal, I understand that I then forfeit the privilege to receive an invitation or purchase a ticket to attend the Formal.

Student signature: _____ Date: _____

Parent/carer signature: _____ Date: _____

(Both parties please sign this declaration and keep a copy of this contract for reference).

2017 SENIOR FORMAL INFORMATION:

Date of formal: Wednesday 15th November, 2017

Venue: Victoria Park Function Venue, 223 Herston Road, Herston, QLD 4006

Proposed program of events

Time:

Details:

4:00pm

Pre-Formal event at NVSHS, family and friends welcome
Photography opportunity with family & friends (PALACE)
Photography opportunity with vehicles

5:00pm

Depart NVSHS in prearranged vehicles

6:00pm

Red carpet arrival at Victoria Park, Herston
Head to The Marquee for formal registration

6:30pm

Students seated in The Marquee
HOY addresses housekeeping
Formal speeches
Formal photography opportunities available

7:00pm

3 course dinner served (alternate drop)

8:00pm

DJ/Dancing and general celebrating

11:00pm

Formal finishes (students are expected to make suitable travel arrangements from the venue to NVSHS)
Students are either collected from the venue by a responsible adult (preferably a parent/caregiver) or return to NVSHS on the bus organised by the school

12:00am

Parents/caregivers collect bus students from NVSHS

FORMAL VENUE INFORMATION AND REQUIREMENTS:

Venue: Victoria Park Function Venue, 223 Herston Road, Herston, QLD 4006

Date and times: Wednesday 15th November, 2017 (6:00pm-11:00pm)

Requirements: **This event remains drug and alcohol free.**

- Footwear must remain on at all times. Girls, consider bringing appropriate flat shoes (i.e. ballet slippers) to change into during the dance.
- Food/Beverages are not to be taken or consumed on the dance floor.
- Students are not permitted to leave the venue at any time between 6:00pm and 11:00pm.

The 2017 Formal will be held on Wednesday the 15th of November, 2017 at the idyllic and immaculate Victoria Park complex, Herston. Victoria Park is one of Brisbane's premier function venues, overlooking their immaculate golf course and boasting spectacular views of Brisbane's sparkling city skyline. It is located on the northern outskirts of Brisbane City, across from the Royal Brisbane and Women's Hospital. Victoria Park's modern but elegant style makes it undisputedly the perfect location for the 2017 Senior Formal. Students can expect an unforgettable occasion full of glamour, sophistication and memories they will treasure forever.

EXPECTATIONS AND ELIGIBILITY:

To be eligible to attend the 2017 Senior Formal, the following expectations have been made explicit:

- Students are obliged to comply with all the Narangba Valley State High School behaviour, uniform, subject/assessment and attendance policies.
- Students must have NO outstanding assessment items, library loans, fees or monies owing to the school (payment plans are acceptable).
- Students are expected to demonstrate Respect, Integrity and Commitment at all times.

Failure to adhere to these expectations at any time during the year could result in students forfeiting the privilege to attend the 2017 Senior Formal. Students will render themselves ineligible to attend if the school has concerns about any student's personal presentation, engagement and/or co-operation. As this function is voluntary and not a compulsory part of our educational service, the Principal reserves the right to refuse student attendance.

Any student who is/has been suspended, placed on a behaviour management card; or who has repeated uniform infringements, low attendance rates or trancies will forfeit the privilege of attending the Senior Formal.

FORMAL PAYMENTS:

DUE FRIDAY 03/11/17 NO payments accepted after this date.

More information about 2017 Formal ticket costs and how to pay will be available later in the year but for a rough guide, please read the following:

The total cost for admission to the 2017 Senior Formal at Victoria Park will be advised shortly (prepare for formal ticket price to be \$100+). This fee includes a modest Formal package including:

- 5 hour venue hire, photographer hire and DJ hire
- Wait staff and security personnel
- Red carpet on arrival
- Delicious 3 course menu, selection of soft drinks, juices and punch
- Table linen and decorations including personalised menus
- Seated dinner, dance floor and spectacular city views
- Themed invitations and tickets

Please note: the school makes no profit from the sale of Formal tickets.

Students who are eligible to attend the 2017 Senior Formal will receive an invitation in form rolls later in the year. Students need to show this invitation to the cashier upon making payment. Only students eligible to attend the 2017 Senior Formal will be able to purchase a Formal ticket. Full payment is to be made to the cashier after official invitations have been distributed. Students will be informed about when they can begin making payments. Payments can be made from this time up until **FRIDAY 03/11/17**. An official and personalised ticket will be given to students on receipt of payment.

Students will need to bring this ticket with them on the night to enter the Formal:

No ticket = no admission into the Formal.

Due to the substantial coordination required to ensure the success of this event and the extra workload placed on the organising staff member, **no Formal tickets can be purchased after FRIDAY 03/11/17**. Students are therefore encouraged to make payment well before the due date to secure their 2017 Senior Formal entry ticket. Bookings have to be made based on accurate numbers. Once a booking has been made, it cannot be changed.

TRAVEL ARRANGEMENTS:

Transport to and from the formal venue is the responsibility of students and their parents/caregivers. It is expected that suitable, reliable transport to and from the venue be organised by students and parents/caregivers. Traditionally, groups of students have hired limousines or similar "flashy" cars to deliver them in style to the Formal venue. Parents are welcome to transport their child to the venue (there is public parking available) however parents are not invited to enter the Formal venue. Students with licences are advised not to drive themselves or their friends to or from the venue.

At the end of the function both parents/caregivers and students are responsible for ensuring the safe transport from the venue into parent care. Parents may collect their child from Victoria Park, Herston at 11:00pm.

TRAVEL ARRANGEMENTS (cont'd):

The school will be organising bus travel (Kangaroo Bus Lines) from the venue at the end of the evening to return to Narangba Valley State High School at 11:00pm. Should you wish to use this option, please indicate so on the Expression of Commitment page. There is no additional cost for the bus.

Parents/caregivers of students electing this option will need to pick students up from the front gate of the school at 12:00am. It is expected that parents/caregivers collect students from NVSHS in a timely manner as staff are volunteering their time to supervise students. Please ensure appropriate transport options are made for your child – either with you or with a reliable and responsible adult. Taxis will be called for uncollected students at the expense of their parents.

ACCESSING THE VENUE:

Please discuss this important information with your drivers prior to the event.

Students are required to organise their own transport from the Pre-Formal venue (held at NVSHS PALACE) to the 2017 Senior Formal venue. The best way to travel to Herston would be to take Gympie Road through Chermside into Brisbane. Turning right into Herston Road at the Brisbane Exhibition Grounds will bring you to the venue on the left hand side. You should depart NVSHS at 5:00PM to ensure you arrive at the venue by 6:00PM. Special cars and limousines can collect students at the **BUS BAY AT THE FRONT CAR PARK NOT** near the PALACE due to safety and traffic congestion.

Vehicles will be directed by security/traffic personnel into the entrance of the function venue at Victoria Park. This is a small valet area and it will be a very busy time of evening as the Golf Course and Putt Putt will be open to the public. We need to do our utmost to reduce traffic jams. Your patience during this time will be very much appreciated. Students are requested to exit vehicles quickly and safely so that we can move cars in and out of the drop-off zone with minimal disruption to the general public.

To ensure the safety and welfare of students, at no time during the event will students be allowed to leave the formal venue. Security personnel and teaching staff will ensure student movements are supervised all night.

At the end of the evening, security personnel and teaching staff will escort all students from the venue. Students will either board buses for the return journey to NVSHS or make the return journey with parents in private vehicles.

PHOTOGRAPHY:

MSP Photography will be available to take professional quality individual and group photographs on the night, both at the Pre-Formal and Formal venue. Students are responsible for ensuring they take the opportunity during the evening to have photographs taken. At the Pre-Formal, students should take the opportunity to get photos with invited family members, friends and teachers as there will not be the opportunity to have these photos taken at the Formal. Students can get their friendship group/s photos taken at the venue.

Proofs of all photos will be made available for inspection and purchase online after the event. All orders can be placed through the company's website after the event. More information about professional photography will be available later in the year.

DRESS CODE:

The Dress Code for this event is 2017 Formal. The school will not dictate fashion choices however students are expected to be dressed in socially acceptable formalwear/attire. The following would be considered traditionally acceptable fashion choices:

BOYS' FORMAL ATTIRE

- Suits or tuxedos
- Dress shirts (button up, long-sleeved, collars and cuffs)
- Vests, ties/bowties, cummerbunds
- Dress shoes

GIRLS' FORMALWEAR

- Think elegant, sophisticated, glamorous and classy evening wear
- Knee length or floor-length gowns or cocktail dresses (of appropriate length)
- Shawls for warmth, gloves, tiaras, clutch/handbags and jewellery
- Comfortable heeled shoes (practise walking in these before the formal)

Girls might also want to consider bringing a pair of elegant, flat shoes (i.e. ballet slippers) to change into during the dance as footwear must be worn at all times. Girls might also wish to consider including some of the following emergency items in their handbags:

- Safety pins and sewing kits
- Extra hair pins and other grooming items
- Tissues and makeup wipes

The following items would **NOT** be considered acceptable fashion choices for either males or females attending this Formal event:

- T-shirts/singlets
- Very short skirts
- Denim and leather items (i.e. jeans/jackets)
- Thongs, sneakers or joggers
- Bare midriffs

FORMAL ETIQUETTE AND TABLE MANNERS:

The following is a guide of what would be considered appropriate manners and etiquette for this Formal event:

- Guests should wait to be asked to be seated by the host (Head of Year) before taking their seats.
- Gentlemen should wait to be asked by the host to remove their coats.
- A gentleman should pull his date's chair out first before being seated.
- Napkins should be placed across laps during the meals.
- It is rude to speak when the host is speaking or during housekeeping formalities or speeches.
- It is considered impolite to take photographs while people are eating.
- It is customary to wait until all guests seated at your table have their meals before you start eating.
- As a general rule with cutlery, use the outside set first and work your way in towards your dinner plate. Only use your bread knife to butter bread.
- Your bread plate should be placed to the left of your dinner plate, your glass to the right.
- It is considered impolite to reach over someone to pick up table items, such as beverages or salt and pepper etc. Diners should always ask for items to be passed along the table to them.
- To properly let the wait staff know you have finished eating, place your knife and fork together, with the prongs on the fork facing upwards, on the centre of your plate (this is commonly known as the 12 o'clock position).
- Complimenting the chef, or asking the wait staff to do so, as well as thanking the host, is considered good manners.

EXPRESSION OF COMMITMENT:

Completed Expression of Commitment and Menu Survey forms

DUE FRIDAY 4th of AUGUST 2017

All students are requested to complete the attached Expression of Commitment and Menu Survey forms and return them to Miss McShea at FREEMAN staffroom by **FRIDAY 04/08/17**.

If you fail to return this Expression of Commitment form indicating your intention to attend the 2017 Senior Formal, it will be assumed that you do not wish to attend. Let this be very clear: students who do not return a completed form by the due date, FRIDAY 04/08/17 WILL NOT receive an invitation to attend the 2017 Senior Formal.

As stated before, the Rules and Expectations outlined in this official document, as well as all eligibility requirements and all paperwork and payment deadlines must be met to ensure students are invited to attend the 2017 Senior Formal.

Please make sure you get forms and payments in on time or you will miss out.

Narangba Valley State High School

SENIOR FORMAL

2017

Expression of Commitment

Name: _____

Form class: 12_____

Please complete the following Expression of Commitment and menu survey and return it to Miss McShea in Freeman staffroom **NO LATER THAN 4/08/17**.

Attendance at the 2017 Senior Formal:

- I express a commitment to attend the 2017 Senior Formal at Victoria Park Function Venue. I agree to abide by all Formal Rules and Expectations as outlined in this and other official NVSHS documents. I have signed and kept a copy of the Rules and Expectations declaration on pg. 4.**

Transport:

Which of the following options do you intend using as transport from the Formal to return to Narangba?

- Option 1 BUS:** I will take the bus that has been organised by the school from Victoria Park to NVSHS. I will also arrange suitable transport to collect me from NVSHS at 12:00am. There is no extra cost for this option.
- Option 2 ORGANISE OWN TRANSPORT:** I will be picked up from the Formal venue (Victoria Park) by my parents/caregivers or other responsible adult in a private vehicle.

Student signature: _____ Date: _____

Parent/carer signature: _____ Date: _____

Year 12 Formal Menu Survey 2017

Name: _____ Form Class: _____

Please tick the boxes below if you are:

- Vegetarian/Vegan
- Lactose intolerant
- Allergic to seafood or seafood products
- Allergic to wheat or wheat products
- Allergic to nuts or nut products
- Cannot eat Gluten
- Other, please specify

(nb. Where food allergies/intolerances are noted, an alternate menu item will be provided on the night.)

2017 FORMAL MENU SURVEY:

TWO dishes for each course will be available on the night. Please note that meals will be delivered to tables in an ALTERNATE DROP, and students might not get the meal they prefer out of the TWO options available on the night for each course. On the next page is the menu supplied by Victoria Park Function Venue.

ENTRÉE and DESSERT: Please tick TWO boxes beside the meal options you would prefer to be available in the ENTRÉE and DESSERT COURSE.

ONE item in the MAIN course is preselected and cannot be changed. Students can choose ONE of the remaining options for the main course to be available on the night.

MAIN: Please tick ONE box beside the meal option you would prefer to be available in the MAIN COURSE.

2017 FORMAL MENU SURVEY

ENTRÉE

CHOOSE 2 OF THE FOLLOWING ENTRÉES:

- Potato, rosemary and parmesan gnocchi; bacon, leek and mushroom sauce, parmesan

OR:

- Macaroni and cheese with herb marinated chicken and green peas

OR:

- Penne pasta with a bolognese style sauce and shaved parmesan

MAIN

- Herb roasted chicken breast, tomato and basil sauce

CHOOSE 1 THE FOLLOWING MAINS:

- Roasted eye fillet with a seeded mustard cream

OR:

- Sticky pork, Thai onion jam, master stock sauce

OR:

- Roasted barramundi, chive and citrus sauce

DESSERT

CHOOSE 2 OF THE FOLLOWING DESSERTS:

- Dark chocolate cake, fresh raspberries, Chantilly cream, coulis

OR:

- Classic baked cheesecake with blueberry sauce and lemon cream

OR:

- Individual pavlova, vanilla cream and berry compote (gf)

OR:

- Raspberry custard tart with honeycomb and toasted coconut, raspberry sauce

(gf) = gluten free (v) = vegetarian