12th April 2016

Dear Parents/Guardians and students,

As the 2016 Head of Year 12, I will be responsible for the organisation of this year’s night of nights: the Senior Formal. It is my utmost pleasure to volunteer the extra time to ensuring this school event is a resounding success for the Year 12 Class of 2016, and one of the highlights of the year for Narangba Valley State High School. Should you or your student have any questions about the Formal, please feel free to contact me to discuss (my contact details are contained over the page).

FORMAL DATE AND VENUE

This year, the Formal will be held on **Wednesday the 16th of November, 2016** at the idyllic and immaculate **Victoria Park Complex** in Herston, Brisbane. 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 our Formal in 2016. The cost is still to be finalised but students and parents should budget for approximately $100+ for Formal entry ticket. Students can expect an unforgettable occasion full of glamour, sophistication and memories they will treasure forever.

ORGANISATION AND INFORMATION

The successful organisation of the Formal occurs through strict adherence to certain processes, policies and procedures. It is therefore of great importance that students and parents please observe all instructions and deadlines associated with the organisation of this exciting event.

To ensure all year 12 students are provided with a fair and equitable opportunity to receive an invitation to the 2016 Formal, expectations will be clearly articulated through a range of school documents, newsletters and presentations during the year. **Attending the Formal is a privilege** and here we would like to take this opportunity to outline these expectations.

EXPECTATIONS AND ELIGIBILITY

To be eligible to attend the senior Formal, students are obliged to comply with all the Narangba Valley State High School behaviour, uniform, subject and attendance policies. This means that students are expected to follow these rules and show Respect, Integrity and Commitment at all times because failure to do so at any time during the year could result in students forfeiting the privilege to attend the Formal.
Students will render themselves ineligible to attend if the school has concerns about students’ personal presentation and 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.

**Students, to retain your privilege to attend the senior Formal, you should ensure the following:**

- **100% COMMITMENT TO WEARING THE CORRECT UNIFORM AT ALL TIMES.** Students who have uniform infringements (wear any incorrect uniform items without a note) will not be invited to attend the senior Formal.

- **100% COMMITMENT TO CLASS ATTENDANCE.** Students who truant from class will not be invited to attend the senior Formal. It is also expected that students maintain a 90% attendance rate throughout the year and any full-day absences are to be authorised by a parent note or phone call.

- **100% COMMITMENT TO ALL SUBJECTS AND COMPLETION OF ALL CLASSWORK, HOMEWORK AND ASSESSMENT TASKS.** Students who fail to comply with the requirements of their subjects or fail to submit assessment will not be invited to attend the senior Formal.

- **100% COMMITMENT TO ENSURE THAT ALL OUTSTANDING FEES ARE PAID AND ALL SUBJECT AND LIBRARY RESOURCES ARE RETURNED.** Students who have monies or resources owing to the school will not be invited to attend the senior Formal. Parents and students are encouraged to ensure these resource/financial obligations are honoured, returned and/or resolved well and truly before the deadline for Formal payment.

- **100% COMMITMENT TO APPROPRIATE BEHAVIOUR IN CLASS, WITHIN THE SCHOOL GROUNDS AND IN THE WIDER COMMUNITY.** Students who are suspended or placed in the BSU for behaviour, attendance or uniform infringements will not be invited to attend the senior Formal.

More specific information will be delivered to students and parents throughout the year but should you have any questions in the meantime, do not hesitate to contact the Head of Year 12, Mr Elliott (located in Laver Staffroom) via phone (07) 3385 4555 or email mte10@eq.edu.au.

Kind Regards,

Mr Mark T. Elliott  
Head of Year 12

Mr Richard English  
Principal