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## **Mount Blowhard Primary School** **END OF YEAR POLICY**

### **Rationale:**

- The end of the school year is a time for reflection and celebration. Similarly, it is a time to clean up and to prepare for the next year. Each of these activities requires organisation and management to ensure they are safe, enjoyable and effectively completed.

### **Aims:**

- To ensure that end of year activities are conducted efficiently and enjoyed by all.

**Suggested Plan** (see attached note for communication with parents – dates/days will depend on the day of the week the school year finishes on, this is a guide for timing):

- Year 5/6 Bike Ride: this was a tradition at school and was generally held in the last two weeks of school. Some students loved it, others did not enjoy it at all. In 2018 students voted to make the ride optional and two staff took those keen riders out, while other students were able to stay back at school. We had a shared sausage sizzle at school on the riders return.
- Year 6 Dinner: A new initiative in 2016, in response to some parent interest in a more formal graduation event. General discussion amongst staff and families in 2018 was that students were very happy with their Day Out, and having lunch together somewhere that day could replace the separate dinner out. It was an additional cost for families, on top of the day out.
- Year P/1 Sleepover: generally held in the last few weeks of school.
- End of Year Concert: Thursday night of second last week of term
- Year 6 Day Out: Friday of second last week of term (so day after concert)
- Blowhard's Got Talent: Monday of the last week of term
- School Captain Speeches: Tuesday of the last week of term (see Student Leadership Policy)
- Class Parties: Wednesday of the last week of term 12-1pm
- Final Assembly: Wednesday of the last week of term 2.30pm (final awards, leaving staff etc.)
- Last day of school for students and reports home: Thursday of the last week of term. Sausage sizzle lunch 12pm, finish 2.30pm.
- Staff last day of school: Friday of last week of term. Last day a Pupil Free Day.

### **Implementation:**

- End of year school organisation as outlined above should be discussed and planned in consultation with all staff.
- Dates, times and additional information should be communicated to parents in a timely manner. Reminders may be needed as it is a very busy time of the year.
- To help with organisation of parties, concerts and excursions, parents are asked to inform classroom teachers if students will not be present at the end of the school year. However this is not encouraged as important teaching and learning continues to occur and the end of year is also a lovely time for consolidating friendships, finalising the year and planning for the coming year.
- See additional documentation (notes home, past newsletters) for further information.

#### **Class Parties**

- All end-of-year celebratory class parties should occur on the same day.

#### **End of Year Concert**

- The whole-school End of Year Concert will be coordinated by all staff. Roles/tasks for the concert will be allocated during staff meeting early in Term 4.



- A parent roster is used for set up, supper and pack up/cleaning of the hall.
- The concert has traditionally been held at the Ascot Hall. Following parent feedback and a survey it was agreed that the hall was now too small for the school community. Quotes for sound, light and staging equipment are currently being sourced (at the beginning of Term 3) and the tentative plan is to run the concert in the school gym on a trial basis for 2019.
- The concert was recorded on DVD by Vison by Demunk (Paul Demunk 0408518686).
- Each classroom teacher organises one classroom musical item.
- Year 6 students have had their own performance/dance over the past few years. This may depend on the cohort of students and teacher expertise.
- Year 6 students will host the End of Year Concert, welcoming guests, introducing speakers and items, introducing awards and closing the evening. Each Year 6 student also makes a short speech about their time at school.
- Each family contributes two plates of food for supper.
- Miners Rest Lions Club donate two Christmas Cakes to be used as raffle or door prizes.
- Miners Rest Lions Club donate 2 x \$100 vouchers to be used for Year 7 books for two leaving Year 6 students. These are selected as part of the awards process (see below).
- Parents and Friends organise a visit from Santa, and use the evening for minor fundraising as agreed (e.g. door raffle, hampers etc.)
- Parents and Friends farewell leaving families. Traditionally the gift was a plant/rose, however this can be adapted to suit.
- See additional documentation (past programs, rosters, notes home) for additional information.

#### **Awards**

- Student Awards: Generally, the Principal coordinates student awards. Teachers should nominate a student for each category, then these are circulated to all staff for consideration and further discussion. Consideration is given to family representation. Students should not be nominated or win the same award in consecutive years. See attachment for awards and previous winners.
- Catherine King Award: Local Federal Member Catherine King asks for a Volunteer of the Year from our general school community. Her office emails out a form in October each year. A nomination form should be sent to all families, calling for nominations from the school community. A subcommittee formed by the Principal, generally comprising of the Principal, School Council President, another School Councillor and a staff member (make-up can depend on those who are nominated) selects a winner from those nominated. A school shield is taken into Catherine King's office to be engraved. The shield, and flowers and a small gift are presented on the night of the End of Year Concert or the final school assembly, whichever is appropriate.

#### **Pack Up**

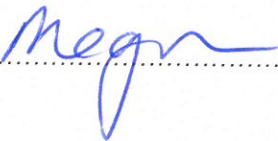
- The general clean-up of classrooms can commence during the last fortnight of the school year. However classrooms should not be packed up until the last two days of the year to maintain routines and student engagement.
- Formal teaching activities will continue into the last week of school and student work books should not go home until the last few days of the school year.
- Classroom furniture and equipment in each room are to be cleaned, supplies tidied and organised. If a teacher will have the same room and class the following year, posters, work samples and learning displays do not have to be removed from walls, but must be removed from windows to allow cleaning.
- All sports equipment, resources, audio-visual equipment etc. are to be returned to where they are stored for stocktaking and security storage.
- Unused stationary and classroom supplies are to be left in the room unless instructed otherwise.
- On the final day of school classroom teachers need to ensure that:
  - all classroom computers are neatly packed up
  - all power points are turned off and unplugged
  - all windows are locked and all blinds closed
  - all lights, heaters, coolers, fans are turned off
  - tables, chairs and other mobile furniture may have to be moved to a corner of the room to allow carpet cleaning. This will be communicated to teachers before the final week of school.


**Evaluation:**

This policy will be reviewed every two years as part of the school's two year review cycle.

**Certification:**

<u>Sub-Committee Reviewed</u>	<u>Ratification</u>	<u>Next Review Date</u>	<u>Policy Number</u>	<u>Version</u>	<u>Date Produced</u>
July 2019	25 <sup>th</sup> July, 2019	July 2021	2	1	June 2019

Signed:   
Principal

Signed:   
School Council President



## STUDENT AWARDS

### 2015 Awards

Sharon Siemens award (Year 5 student for leadership potential – one off award): Elijah Streckfuss  
Miners Rest Lions Club \$100 book vouchers (money towards Year 7 books)

### Awards from 2016 onwards:

Each nominee receives a nomination certificate. Winners receive an additional certificate and a \$30 voucher from Book City for students to purchase a book for themselves

Miners Rest Lions Club \$100 towards Year 7 books x 2 awards

### 2016 Awards

Year	P/1	1/2	3/4	4/5/6	Winner
English	Max Johnston	Grace Porter	Will Ralston	Rosie O'Brien	Rosie
Maths	Liam Kern	Robbie Charles	Cameron Frame	Mikayla Knight	Cameron
Spirit of Blowhard	Tilly McErlain	Domonique Eldridge	Sasha Tyndall	Max Treweek	Max
Miners Rest 2 x \$100					Tanika S Zoe D

### 2017 Awards

Year	P/1	2/3	3/4	4/5/6	Winner
English	Lori	Bella McHoul	Lianna	Dora	Dora
Maths	Bryce	Anna Bray	Leonard	Jamie Puljak	Anna
Spirit of Blowhard	Asha	Isobel Loader	Ebony T	Rohan	Rohan
Sport	Ben	Louis R	Tom	Makayla	Tom
Creative Arts	Marley	Hannah M	Emily	Ruby	Emily
Miners Rest 2 x \$100					Luke S Rosie O'B

### 2018 Awards

Year	P/1	2/3	4/5/6 R	4/5/6 N	Winner
English	Jimmy	Marley	Ollie Streckfuss	Will Bray	Ollie
Maths	Harry C	Tilly	Drew	Ebony T	Ebony T
Spirit of Blowhard	Charlie B	Cooper T	Jamie P	Molly S	Molly S
Sport	Chad D	Hannah Joiner	Rohan Flowers	Robbie	Rohan
Creative Arts	Estelle	Jack Knight	Harry G	Vijay	Vijay

Miners Rest 2 x \$100					Will R Dora W