



Dear Parents/Guardians and Year 12 student

While in some ways it seems so far away, time flies fast and many preparations are occurring behind the scenes to provide our Class of 2019 with a memorable and enjoyable series of events as their time at the College draws to a close.

The 2019 Graduation Ceremony will occur at HBF Arena Joondalup on **Thursday 5 December 2019**. As detailed in the attached information, we are able to offer up to five complimentary guest tickets per student. The format for the evening has changed slightly from previous years, whereby graduates, their guests and College staff will enjoy pre-event refreshments commencing at 6pm to be followed by the formal Graduation Ceremony commencing at 7pm. Further details on the logistics of the evening will follow in due course.

It is my hope that our students will know that they have grown with confidence, strong character and determination during their time at Lake Joondalup Baptist College. I encourage our students to persevere and to remain focused to ensure the best possible preparation for final assessments and ATAR examinations. Students, this will enable you to hold your head high at Graduation, knowing that you have indeed finished the race strong. In the time I have known you, I have been impressed with your consistent demonstration of kindness, care and respect for each other and along with your teachers, we are both optimistic and excited as we think of the contribution you will make to society.

Enclosed with this letter is an important document outlining the many details for the celebrations that are being prepared for our Year 12 Graduates. I ask you to keep this document as your reference and guide for the ensuing events and action any necessary tasks. A copy of this information will also be available on the College website.

We are all proud of our Year 12 students; may they realise how talented and unique they are as individuals and may they know that the entire College staff and student body is in support of them as they work diligently towards the finishing line.

God bless

Daryl Pollard
College Principal PK-12

31 May 2019

Information for Year 12 Families 2019

Please read the following important information which is contained in this document:

Attendance
Autographs
Clearance Process
College References
Final Assessments
Graduation Evening – Thursday 5 December
Photographs
Statement of Results
Valedictory Day – Tuesday 22 October
ATAR Examination Arrangements for Students
Important Dates for Your Calendar

Attendance

All Year 12 students are required to attend school every day until **Tuesday 22 October**. If returning to the College for revision sessions, students are required to sign in at Student Reception and wear their full College uniform.

For the remainder of the school year, and in particular during the Year 12 farewell process, students are expected to display appropriate behaviour and should not be absent from school without sufficient cause.

Autographs

Students who wish to have others autograph their College uniform as a keepsake must bring a spare shirt or dress for this purpose. Under no circumstances should any part of the College uniform being worn by a student, be marked or signed.

Clearance Process

All Year 12 students should return any equipment, such as locker padlocks, sporting uniforms and equipment, text books and outstanding library books before **Friday 18 October**. Any unresolved absentee explanations must also be rectified with the Attendance Officer. No Clearance Form is required, but Student Reception staff will be notified of the names of any students who have not returned outstanding items.

College References

References will be placed in the student's Graduation Bag which they receive on Graduation Evening. Students requiring a College Reference for entrance to a University will need to request one through the Curriculum Office.

Final Assessments

It is imperative that students remain focused on their studies in the weeks leading up to the ATAR examinations for their Western Australia Certificate of Education (WACE). The School Curriculum and Standards Authority (SCSA) has scheduled ATAR practical exams during the first week of the Term 3 school holidays. The LJBC Trial ATAR exams will commence on Monday 7 October (please note this is during the second week of the school holidays), and conclude on Tuesday 15 October.

The exam timetable will be distributed later in Term 3. The examination rules applicable to the Trial ATAR exams are as for the SCSA ATAR exams. Any student absent from Trial ATAR examinations for any reason other than severe illness (medical certificate, obtained on the day of absence, must be supplied) will forgo the examination mark. **Following Trial ATAR exams, normal timetable** for Year 12 students will resume on Wednesday 16 October and all students are expected to be in attendance. Students who are studying General courses will need to liaise with their teachers regarding final assessments. General courses will be assessed during lessons up to and including Monday 21 October.

Graduation Evening – Thursday 5 December

All Year 12 students who complete the academic year will be invited to participate in the Graduation Ceremony. This is always a very special evening for students, parents and staff. It is a formal, academic occasion when student achievements will be acknowledged and each Year 12 student will be presented with a College Graduation Certificate. This year's Graduation Evening will be held at HBF Arena, Joondalup.

Following the tradition for this evening, Year 12 students will wear academic gowns and College graduation sashes (supplied by the College) and winter uniform, without the blazer. All students participating in the Graduation Ceremony must conform to College standards as outlined in the Student Planner relating to uniform, footwear, hair styles, hair colours, piercings etc. Students should be aware of this in the lead up to Graduation Evening and not place themselves in the difficult position of not being able to participate in the Graduation Ceremony because of piercings, inappropriate hairstyles/colours etc.

Admission to the Graduation Evening will be by ticket only. **This year, we are able to offer up to five complimentary guest tickets per student.** More information about when tickets will be available will be included in a second letter to families late in October. The Graduation Evening will be streamed live via the College website, so family and friends not in attendance will still be able to enjoy this very special event from home. Further information on requesting additional tickets, should any be available, will be provided in November.

Photographs will be taken by a professional photographer during the presentation of Awards and Graduation Certificates. The photographer will also be available for family photos.

Refreshments will be provided for graduating students and their guests from 6pm onwards prior to the ceremony commencing.

Photographs

The traditional informal photograph of the whole cohort wearing their Class Jackets will be taken on Monday 5 August in Graduation Walk. A complimentary copy of the photograph will be presented to each student at the Valedictory Assembly.

A copy of the formal Year 12 cohort photograph (to be taken on Thursday 8 August) will be gifted to each Year 12 student in their Graduation Bag given out at the Graduation Evening.

Individual photographs of all students wearing their Graduation Gowns will be taken on Monday 12 August. The proofs of these photographs and the Graduation Evening photographs will be available for viewing after Graduation Evening. Information on ordering photos will be emailed after Graduation.

Statement of Results

On Friday 18 October, the College will release a Statement of Results to all Year 12 students, setting out the grades which the College will submit to the School Curriculum and Standards Authority. It is important that you check these grades very carefully and contact Mrs Eyre, Dean of Studies, immediately if you have any concerns.

Valedictory Day

Participation in the water event and organised activities on Tuesday 22 October is optional for Year 12 students.

The Valedictory Assembly is conducted by students from other year levels and represents the students' farewell to the Class of 2019. Due to seating restrictions, this Assembly is for students only.

Immediately following the Valedictory Assembly, teachers will host a morning tea for Year 12 students, after which students will leave the College in preparation for the Valedictory Dinner.

Valedictory Dinner

The Valedictory Dinner for Year 12 students will be held at Joondalup Resort on the evening of Tuesday 22 October. Attendance at the Valedictory Dinner is optional. The dinner will commence at 6.30pm and conclude at 9.30pm. Further information, including cost will be advised closer to the event.

Please note that all Valedictory events are for students only. We are unable to accommodate parents/other family members at these events, including the Valedictory Assembly.

ATAR Examination Arrangements for Students

1. Ensure that you are familiar with your ATAR Examination Timetable and that you arrive at the correct venue on time. Some examinations are held at venues other than LJBC. Students are personally responsible for knowing where their examinations are held and for arriving at the stated venue on time.
2. ATAR Practical Examinations are held at a number of venues around Perth and will take place during the first week of the Term 3 holidays. Students are personally responsible for their attendance at these venues.
3. Students must bring their 2019 Examination signed Timetable and photo ID (Driver's Licence or SmartRider) with them to each ATAR Examination. It is the student's duty to safeguard this Timetable carefully, as you cannot sit the examination without it.
4. If a student becomes ill during the ATAR exams and is unable to continue writing the exam, let the examination supervisor know immediately. Ensure that you complete a *Sickness/Misadventure Application Form*, which can be obtained from the supervisor. This also applies if you are too sick to attend an exam and subsequently miss the complete exam (the *Sickness/Misadventure Application Form* can be collected from the Curriculum Office). Please also let the College know if you miss an exam for any reason.
5. Reminder: Please note that all students enrolled in ATAR courses are expected to sit the external ATAR examination. There are no exemptions from sitting the compulsory external examination for students enrolled in an ATAR course.

Year 12 Information Guides

All Year 12 students are expected to be familiar with the details outlined in the *School Curriculum and Standards Authority Year 12 Information Handbook 2019*, which were distributed to students at the end of Term 1.

Please see page 4 for 'Important Dates for Your Calendar'

Important Dates for Your Calendar

<i>Thursday 19 September</i>	ACC Inter School Athletics Carnival (Year 12 students selected for the team are expected to attend)
<i>Friday 27 September</i>	Last day to notify Dean of Students if not attending Valedictory Dinner
<i>Saturday 28 September</i>	ATAR Practical Examinations commence
<i>Monday 7 to Tuesday 15 October</i>	Trial ATAR Exams – to be sat in full school uniform
<i>Wednesday 16 October</i>	Year 12 students return to school – normal timetable resumes for all Year 12 students
<i>Friday 18 October</i>	Statements of Results released online and posted to each Year 12 student
<i>Tuesday 22 October</i>	Valedictory Day: Valedictory Dinner for students and staff 6.30pm at Joondalup Resort
<i>End of October</i>	Letter to Year 12 families with detailed information regarding Graduation Evening, and when tickets will be available.
<i>Wednesday 30 October</i>	Start of written ATAR Examinations
<i>Thursday 5 December</i>	Graduation Evening: information for students will be detailed in the letter to be sent in October