



Year 7–11 2024 Awards Evening – Thursday 5 December 2024

Instructions for award winners – Please read carefully

Congratulations if you have received an email advising that your child will be receiving an award at the Year 7-11 2024 Awards Evening.

Time

1. **6pm** – all award winners to arrive promptly at 6pm to meet Mrs Maree in Founders Hall (near the canteen) for an important briefing.
Have your name checked off before sitting down in your allocated seat.
If your name is not checked off, you will not receive your award during the evening.
2. ***Students who arrive late, or after the evening has officially commenced will not be able to receive their award during the evening.***

Attendance

3. Families are required to book free tickets to attend the evening and confirm your child/ren's attendance no later than **Tuesday 3 December 2024**.
4. If we do **not** receive confirmation (through Humanitix) that you will be present at the night, we will assume you are **not** attending. If you then turn up on the night without having notified us, award(s) will not be presented.
5. The Auditorium will be open for families to be seated from 6pm. We look forward to seeing you at the Awards Evening.
6. The evening will commence at 6.30pm and should conclude at approximately 9pm.
7. The College expectation for families who attend the Awards Evening is that they will stay for the whole Year 7-11 ceremony, and not leave part way through. We encourage all families who attend to celebrate the successes of all the students receiving awards.

Uniform requirements for all award winners

8. All uniforms must be immaculate.
9. **Girls:** winter uniform – skirt/pants, blue/yellow shirt, tie, stockings - no holes in stockings, and black shoes (no jumper/cardigan/blazer)
Boys: winter uniform – long grey school pants, blue/yellow shirt, tie, school socks and black shoes (no jumper/cardigan/blazer)
10. Please note that all students receiving an award at the Awards Evening must meet all College uniform and appearance standards as outlined in the Student Planner, otherwise they will not be able to participate.

This includes:

- boys are expected to be clean-shaven
- hair pinned back and off the face, no unnatural colours
- no makeup
- correct earrings in the lower lobe of the ear (one earring in each ear only); no facial piercings or plugs
- skirt hem should not be higher than 4cm above the kneecap while standing
- shoes are to be secure and polished

Seating

All award winners will sit in the area reserved for award winners. Award winners who are also involved in musical items will sit with award winners and move to their musical group at the appropriate time.

Please note that we do not provide an official photographer; however, you are most welcome to bring your own camera