



ALBANY SENIOR HIGH SCHOOL

SCHOOL BALL POLICY

DOCUMENT HISTORY

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| Name of Document: | School Ball Policy |
| Author: | Steve Mounsey |
| Authorised Officer: | |
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REVISION HISTORY

[illegible]

SCHOOL BALL POLICY

STATUS

The ASHS Ball is a prestigious event, held annually, at a venue determined by the Year 12 Coordinator and Principal. It is not the automatic right of a year group for this function to be held, it is a privilege.

ORGANISATION

Responsibility for the successful organisation of the Ball rests with the Year 12 Coordinator who may delegate duties to the Ball Committee. To minimise disruption to the school, the Ball will be held during Term 1.

BALL COMMITTEE

This committee comprises of students who wish to be involved in the organisation of the Ball. Membership of this committee is not limited to Prefects, however, Prefects are expected to make input. The role of the committee is advisory only and its decisions must be ratified by the Year 12 Coordinator, Program Coordinator Student Services and/or Principal.

ELIGIBILITY

Any Year 12 students with "Good Standing" status is permitted to attend the Ball as long as payment and relevant permission is received by the advertised time.

INVITEES

Students who intend to invite "non ASHS or non-Year 12" partners must complete a contract sheet (Appendix 1). Intended non ASHS or non-Year 12 partners are restricted to being in the age range equivalent to a current Year 11 student to a Year 12 student from the previous year. The student, his/her intended partner and the student's parents must sign this. Each student who intends to invite a "non ASHS or non – Year 12 partner, must provide contact details of a suitable referee who will be contacted by the Senior School Deputy Principal with the Deputy Principal having the final say on the suitability of partners. No student can purchase a ticket for a "non ASHS or non-Year 12" partner until this process is completed. "Non ASHS or non-Year 12" partners are required to adhere to the rules of behaviour set down in this policy.

BEHAVIOUR

The Ball is an important social event at Albany Senior High School. As such, a high standard of behaviour is required from those attending. Students whose behaviour at the ball is considered inappropriate will be asked to leave. Parents will be notified and no refunds will apply.

The following rules will be strictly enforced:

1. The possession or use of alcohol, illegal or any controlled substance at or before the function will result in the offender being removed from the premises and being sent home immediately. Police involvement will occur in the case of illegal substances. In addition to exclusion from the Ball, offenders will be sanctioned under the ASHS *Behaviour Management Policy*.
2. Smoking of tobacco is not permitted. A disregard for this rule may result in an offender being removed from the venue and sent home.
3. Standards of dress and personal behaviour are expected to reflect the formal nature of the occasion.
4. Students must obey the lawful instructions of staff and persons employed by the venue.
5. Students will not be permitted to leave the venue until the end of the function, unless a prior arrangement has been made in writing and the student is collected by the nominated person. Students or guests who leave the venue without permission will not be re-admitted and the nominated person on the permission form will be contacted.
6. Students who become unwell or request to leave must be collected by a parent nominated on their permission form.
7. Duty of care begins when student enter the venue and continues until the students have left the venue when the ASHS duty of care towards them ceases. No responsibility whatsoever is undertaken for students' behaviour or personal safety once they have left the premises.
8. Offenders who are sent home will not receive a refund of their ticket price. If it is necessary, the students will be returned home by taxi at the parents' expense.

MISCELLANEOUS

Cancellation of bookings will not be entertained less than 10 days before the advertised date of the function, except in the case of sickness supported by a medical certificate. This policy document will be publicised and be accessible to students. It is the responsibility of students to make themselves aware of the provisions. As in all cases of ASHS policy, the Principal reserves the right to make decisions in the best interests of ASHS.

Planning Timeline

| Date | Activity | Person responsible |
|--------------------------------|--|--|
| Term 3/4 Year prior to ball | Date Set as soon as ball committee formed Term 1. Preferably Week, 7, 8 or 9 | Year Coordinator |
| | Committee selected | Year Coordinator |
| | Bookings: Venue Music Photographer | Year Coordinator |
| | BOM Approval | PCSS |
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| Term 1 Week 1/2 | Initial Ball briefing through Year Group Assembly/Advocacy Behaviour expectations Outside partner requirements Dress standards | Year Coordinator |
| Week 2/3 | Excursion documents completed and submitted for approval | Year Coordinator |
| Week 3/4 | Student permission and external partner documents distributed to Year 12 students Request for supervision staff | Year Coordinator |
| 2 weeks prior | Student permission and external partner documents due in External partner checks and approvals Ticket sales Confirmation of supervision staff | Year Coordinator and SS Deputy Clerical Year Coordinator |
| 1 week prior | Ticket sales cease Final numbers confirmed | Year Coordinator |
| Week of ball | Student attendance list created Medical details produced Staff supervision roster developed Staff briefing | Year Coordinator |
| Week after | Filing of excursion documents Review and future recommendations | Year Coordinator Year Coordinator, PCSS and SS Deputy |



ASHS BALL

Partner Application

NON ASHS PARTNER / NON YEAR 12 ASHS PARTNER

This is a Year 12 ASHS Ball. Non-Year 12 Partners must be in at least Year 11. and be no older than Year 12 students from the previous year

NAME OF ASHS STUDENT: _____

MY PARTNERS FULL NAME IS: _____

- ☐ Has attended ASHS in the past. Year left: _____ Current ASHS Year 11: _____
- ☐ A student at _____ in Year _____
- ☐ A student at TAFE
- ☐ Other (please give details) _____

Referee contact details for any non-ASHS partner eg teacher at current school, TAFE lecturer, employer.
Referee name: _____

Phone number or email address: _____

All participants (irrespective of age and school enrolment status) are obliged to abide by ASHS school rules.

The rules which apply to this function are:

1. *Smoking, drinking or illicit drug use prohibited*
2. *Formal dress suitable for a school event*
3. *Directions from ASHS staff and supervising adults must be followed*
4. *Guests are not permitted to leave until the end of the function, unless unwell and must be collected by the parent nominated on the permission form.*

Please note that the event is 100% drug and alcohol free. Attendees under the influence of any substances will be refused admission and students will face further consequences.

• **MY PARTNER HAS AGREED TO ABIDE BY THESE RULES:**

ASHS student to sign: _____

Parent of ASHS student to sign: _____

• **I AGREE TO ABIDE BY THE CONDITIONS SET OUT ABOVE:**

Partner to sign: _____ Contact Number: _____

Parent of Partner to Complete

This person must be contactable and available on the night of the ball

Name of parent/guardian of partner: _____

Parent/ Guardian phone number: _____

☐

I have read and understood the information regarding Year 12 Ball and give my consent for my son/daughter to attend.

☐

I give permission for my student to be photographed to be used in school publications.

Special Dietary Requirements: _____

Medical Details/Information: _____

Parent/carer of partner to sign: _____

Referee Check

PRINCIPAL or DEPUTY: _____ DATE: _____

COMMENT: _____

NOTE: Applicants cannot assume permission to attend the ball will be given. To avoid disappointment, it is recommended that invited guests do not make arrangements for hair and clothes etc. until this application is approved. Should the ASHS student lose Good Standing and not be permitted to attend, their partner will also lose the right to attend.