

Dear Year 6 Families,

**O.S.P.S. YEAR 6 GRADUATION INFORMATION
& REQUEST FOR HELPERS**

The final term of your child's primary school years with Oakleigh South Primary School is upon us and for those who are not aware, each year the Grade 6 Graduation Dinner is held to acknowledge the children's achievements over their Primary School years.

This year the Graduation Dinner will be held on –

Tuesday 19th of December.

To allow all families ample time to prepare, below is a brief outline of the Graduation evening.

EVENING AGENDA:

- 5:45pm – 6:00pm ~ Children arrive; parents please drop off and depart
- 6:15pm ~ Children enter the Hall Foyer to be seated for their sit down dinner, which is generously provided for by Parent Group and served with the assistance from our Grade 5 Parents;
- 7:15pm – 7:25pm ~ Invited family and friends arrive, entering the Hall from the side doors and are to be seated by 7:30pm;
- 7:30pm ~ Children proceed into the hall and presentation commence, speeches, dancing and singing;
- 9:30pm ~ At the conclusion of the evening a light supper is served.

STUDENTS' DRESS REQUIREMENTS:

- Smart Casual (**please no jeans or runners**);
- Boys may choose to wear a suit and tie, but this is optional;
- Girls will be required to have their chosen shoes available for dance lessons commencing early November (**must be suitable for dancing and safe to walk upstairs and across the stage**);
- Boys will be able to practise in their current school footwear; if similar or they are welcome to bring in their shoes
- Attire will need to be comfortable enough to wear whilst dancing with the provision in length and the flexibility to raise their arms above shoulder height.

For this evening to run successfully, it is tradition that the Year 6 Parents are responsible for setting up/decorating the Hall, Hall Foyer, Stage and setting of the tables for the children's dinner during the day. **Parent Group and Grade 5 Parents co-ordinate the evening's meal for the kids and teachers (we will confirm final details and specific dietary requests closer to the time).**

Please fill in and return the "Request for Helpers" section, as we need as much assistance as possible to ensure that the evening is again another huge success.

If you have any queries please do not hesitate to discuss these with your child's teacher.

Kind regards,

Chris Roth, Anthony Rowe, Fiona Wells, Sean Alston and Catherine Sangster

REQUEST FOR CO-ORDINATORS / HELPERS:

Please circle your preference, and return this section to your Child's Teacher by – **Friday 17th of November.**

Invitations: (E.g. Distributing / tracking RSVPs. Updating food allergy lists. Liaising with Parent Group and Grade 5 helpers where applicable)	Helper
Hall Set Up: Monday 18th Dec 5.00pm onwards (E.g. General tidy up, cleaning of cutlery and crockery, hall windows)	Helper
Hall Set Up: Tuesday 19th Dec 9.00am onwards (E.g. Decorating the hall foyer, dinner tables, stage and hall)	Helper
Hall Clean-Up: Wednesday 20th 9.00am onwards (E.g. Removal and pack up of all decorations, etc. the next day)	Helper

Child's Name and Class:

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Parent / Guardian Name:.....

Phone:

Email:

Business contacts that know would be able to donate decorations /skills to this event:

Name:

Phone: