

PRE FORMAL FUNCTIONS

Pre-Formal functions may be held, within guidelines, provided the organisers are aware of the arrangements of the Senior Formal. The responsibility for organizing, supervising and complying with the requirements of both the law and the venue remain with the organizer, not the School.

In the past, pre-formal functions have been of great concern to both the School and parents because of alcohol availability, the involvement of outsiders and the difficulty of supervision. This has led to behaviour problems at the Formal later in the evening. It has been unfortunate when the behaviour of one or two has spoilt the evening for others attending.

Consequently, should you be contemplating a pre-formal function we ask that you phone either the Deputy Principal, (688 6074) or Chair of the Parents' & Friends' Association, who is the Formal Co-ordinator, as soon as possible. We would appreciate your co-operation in following basic guidelines (attached) at these events to ensure that the formal is a success.

GUIDELINES FOR THE HOST/HOUSTESS OF A PRE-FORMAL FUNCTION

Thank you for opening your home or arranging a venue to allow girls and their parents to gather before travelling to the Craighead Formal.

We are looking forward to a successful and happy evening.

We ask that you follow these guidelines and if you have any queries please feel free to contact us.

- 1 No student or partner is to drive.

2 Food is to be available – we suggest that students attending your function are requested to bring a plate.

3 We recommend that you ask other parents of students attending your function to assist you with supervision.

4 **The choice of whether to serve alcohol or not is, of course, up to the hosts.** If it is available, consumption is to be monitored and limited. We recommend that:

- if alcohol is to be served, a parent takes responsibility for the serving.
- if students are permitted to bring their own alcohol, that it is passed into a bar at the door and students come to a parent who has responsibility for the bar to collect their drinks during the function.
- *No student or partner should bring more alcohol to a pre formal function than the equivalent of 2 stubbies of beer or 2 pre mix drinks.*
- *Non-alcoholic drinks should also be available.*

Please note: Current legislation allows alcohol to be served to minors only by their parent or legal guardian. Hosts who serve alcohol to minors who are not legal guardians may be held responsible in law for any problems which occur either at the event or later.

5 Please provide a list of girls and partners attending on the attached sheet.

6 We suggest “Befores” functions do not begin before 6.00pm.

THERE WILL BE NO ‘AFTER’ FUNCTIONS

The Craighead Formal takes place on the proviso that no after-formal functions will be held. We ask that parents do not organise these functions and that you check on your daughter's intention for the evening to ensure that no ad-hoc gatherings eventuate at the conclusion of the function.

Permission Form

We _____ the parents/guardians of _____

give permission for her to attend the Craighead School Formal on 8 July 2011 at Sevenoaks Reception Centre

She will be partnered by _____

We support the School's concerns and will not be arranging a function for after the Formal.

I accept the guidelines laid down for the School Formal.

Student _____

I agree that neither my daughter nor her partner will be able to leave before buses return to Craighead unless I make arrangements with the staff responsible for the event on the night. I also accept responsibility for my daughter and her partner after they have left the venue. My daughter's partner is aware of these guidelines.

Parent/Guardian _____ Date: _____