



Penola
CATHOLIC COLLEGE
EST. 1995

August 11, 2023

Dear Families,

Despite having just begun Term 3, the end of the school year is fast approaching for our Year 12 students. Following from the family information session, would like to inform you about a range of events that are designed to assist students to perform well in crucial assessment tasks and examinations as well as mark the end of their secondary education in a fitting manner.

End of Year Events Summary

Monday September 25 - Thursday September 28	Year 12 compulsory Practice Examinations (Conducted during term 3 holidays)
Monday October 16	Year 12 Farewell College Assembly
Tuesday October 17	Celebration morning/breakfast Mass and Graduation Ceremony evening.
Thursday November 16	Year 12 Graduation Dinner at 6:30pm

VCE PRACTICE EXAMINATIONS

Monday September 25 - Thursday September 28
(The exam timetable will be published shortly)

VCE Practice Examinations form part of the College's VCE revision program for all Learning Areas and are therefore **compulsory** for all students completing VCE examinations. Exemption from attendance can only be granted for exceptional circumstances. Applications for exemption must be put in writing to the Senior Programs Coordinator at least two weeks prior to the Examination period. If due to illness a student cannot attend on any one day an email prior to the examination must be made alerting the College to be followed up by a medical certificate on the next day the student attends school. Students are required to wear full school uniform and must be well groomed i.e., clean shaven.

Failure to attend the practice examinations without an acceptable explanation may result in the student not attending the Year 12 Appreciation Week activities.

In accordance with the College examination policy students are not permitted to leave an examination prior to the timetabled finish time. Any attempt to do so will be considered a breach of examination conditions and result in the student not attending an aspect of the Year 12 Appreciation Week activities.



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Examinations are held during this time in order to:

- Provide a study and revision focus for the holiday period in preparation for both the practice and actual end of year Examinations.
- Support and extend each subject's revision program.
- Provide a 'real' exam experience in each subject studied in preparation for the end of year Examinations.
- Maximize class contact time in completion of courses and revision.
- Provide valuable feedback to students on their current performance under examination conditions.
- Provide feedback to students on areas of strength and weakness in each of their subject areas as a focus for future study and revision.
- Provide teachers with further information about student's strengths and weaknesses, to focus on these on their return to school in term 4.

Appreciation Week

Monday October 16

Periods 1 and 2: The College community will celebrate the Year 12 students at a whole school assembly. Students who have achieved academic excellence in their subjects will receive awards at that assembly. Parents and Guardians are very welcome to attend. In order to assist us with seating arrangements, please telephone the College reception on 9301 2777 to confirm your attendance. The assembly will commence at 9.00 am.

Morning Tea: Penola School Council will host a farewell morning tea for all Year 12 students.

Periods 3 and 4: Final practice for Graduation Mass and ceremony. Students will be dismissed at lunchtime.

This will be the final day of scheduled classes for Year 12 students. All students are welcome to access the College during their revision period for examinations. VCE VM students may be required on site after this date to complete any remaining tasks.

Tuesday October 17

On this day, students who wish to participate may "dress up" in appropriate costume and arrive at the College between 8.00 am and 8.15 am. A breakfast of both savoury and sweet selections will be provided. This is to be an enjoyable morning where there will be a year 12 parade, some 'fun' water based activities' on the oval, awards for costumes as well as a shared breakfast. All activities are to be kept within College expectations. Students are to enter via the front gate (Gibson Street) and make their way to the Foyer of the ASH immediately for breakfast. Students will not be permitted to enter other parts of the College grounds or buildings unless under the direction of the College staff. It is expected that students will conclude their activities and leave the school by 10.00 am. Further instructions and conditions will be discussed with students prior to this event.

It is expected that on their way to and from school, students do not in any way interfere with members of the public and/or other school students. Public areas, such as railway stations, shopping centres, schools etc are out of bounds before and after the morning activities at school. Students may bring empty water pistols for a supervised water fight. No other items (water balloons, eggs, etc) are to be brought on site. Staff reserve the right to check student bags as they enter the College.



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Students will incur serious consequences should this directive be ignored. Students are expected to arrive at the College in a 'clean' state of dress for the breakfast provided. No masks are to be worn. Activities will take place after the breakfast.

Evening of Tuesday, October 17

Graduation Mass and Ceremony for Year 12 students and their parents or guardians to be held at Our Lady Guardian of Plants, Chaldean Catholic Church, 93-99 Somerset Road, Campbellfield. Families of our Year 12s are invited to attend, but please be advised that it is a long night which young children can find too long and exhausting. Year 12 students will be seated with their homeroom group. All students are to wear their correct uniform, including their Blazers. **A strict application to all aspects of the uniform code will apply.** Students are expected to be well groomed for this important celebration. The mass will commence at 7pm however the arrival time for students will be **6:15 pm for** students to be dressed in their academic gown. The cost of the gown hire will be \$16.50. As the graduation mass and ceremony is a formal occasion that takes place in a church, students and their families are urged to display respectful behaviour.

Thursday November 16

At the conclusion of the final Examination period, there will be a Graduation Dinner at "The Manor on High" Function Centre, 519 High Street Epping. This is a formal dinner designed to celebrate the end of secondary school studies. The Year 12 Graduation Dinner is attended by the Year 12 students of Penola Catholic College, their parents or guardians and the College staff **only**. Only three tickets per family are available and these are not transferable to other family members, friends or other students. If you require additional tickets due to circumstances such as blended family arrangements, please contact the Year Level Coordinator. We ask for your co-operation in abiding by these terms and conditions. **Any variation to these conditions must be requested in writing to remove the risk of being turned away at the door.**

The completed attached application to reserve a place must be submitted to **Ms Barton before Friday August 18** after which payment can be made of \$90.00 a ticket.

No money will be accepted by the Accounts Office until this form has been submitted to Ms Barton.

The Full payment of \$90.00 per ticket must be paid to Accounts Office by Friday September 8 to secure the seats.

Tables of 10 – 12 need to be organised and names given to **Ms. Barton by Friday September 8.**

These early deadlines are to ensure students can give their full attention to the forthcoming class requirements and examinations.

Tickets will be issued by Ms Barton 2 weeks prior to the event.

Monday November 27

A number of our Year 12 students will be invited to the College to receive special awards at the Students' Award Night. Award recipients will be invited to attend the Awards Night during term four and are asked to wear the College uniform to this special event. Families of recipients are most welcome to attend this event.

The College values its senior students and will make every effort to ensure that they receive a fitting farewell to mark the conclusion of their secondary school studies. It is important that students enter into these celebrations with the right spirit so that all can enjoy this special time.



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There remains the possibility that some students will lose focus on their studies as the year draws to a close. There may be the temptation to engage in inappropriate behaviour that could spoil this important time for everyone. Participation in the end of year celebratory activities is dependent upon each student maintaining appropriate and suitable conduct and attending all classes. It must be noted that the College will not tolerate any inappropriate behaviour and students need to be aware that the consequences will be severe and may result in loss of celebration privileges.

In the event of any changes to the program as outlined in this letter we will notify you.

We look forward to the end of the year finishing on a positive note for the College and particularly for our Year 12 students. Should you have any questions please contact the College and ask to speak with any of the signatories named below.

Yours sincerely,

Mrs Rosa Lucarelli
Year 12 Co-ordinator

Mrs Danielle Prescott
Year 12 Co-ordinator

Ms Erin Bonavia
Deputy Principal
Senior Campus



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Student's Name: _____

Homeroom: 12 _____

PLEASE RETURN THIS ACKNOWLEDGEMENT SLIP TO THE HOMEROOM TEACHER BY FRIDAY AUGUST 18.

We have received the information regarding the activities for Year 12 in their last weeks of the school year.

We acknowledge that the VCE Practice Examinations are compulsory for Year 12 students completing examinations.

We will show respectful conduct toward persons, property and local community in relation to the end of school celebrations and events.

We understand that any breach of these expectations may result in exclusion from Year 12 Appreciation Week and/or the Graduation Ball.

STUDENT SIGNATURE:

PARENT/GUARDIAN SIGNATURE:

DATE: _____



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YEAR 12 GRADUATION DINNER – Thursday November 16, 2023

Please return this reply slip to Ms Barton before Friday August 18, 2023

Please reserve _____ tickets (maximum of three) for the Graduation Dinner held at 'The Manor on High'.

Full payment of \$ 90.00 per ticket is required by **Friday September 8**, paid to Accounts Office. Money will not be accepted by the accounts office until this form has been submitted to Ms Barton.

GUESTS: FAMILY NAME: _____ **HR:** _____

Ticket 1 – STUDENT NAME: _____

Ticket 2 – PARENT/GUARDIAN NAME _____

relationship to student: _____

Ticket 3 – PARENT/GUARDIAN NAME: _____

relationship to student: _____

Do you require a special meal? e.g., Vegetarian, Gluten free.

Name of Guest:	Special Dietary Requirement:
_____	_____
_____	_____
_____	_____

TERMS AND CONDITIONS

Tickets are non transferable and non refundable. Only Penola Catholic College staff, Year 12 students and their parents or guardians will be admitted. No refunds will be made for tickets purchased for any people not authorised to attend the Graduation Dinner. Please note guests under 30 years of age require photographic identification to gain admission. Tickets will be issued by Ms Barton two weeks prior to the event.

The College and Manor on High staff reserves the right to prohibit entry to the Graduation Dinner or remove any person who is not a direct guardian to the Year 12 student or who acts inappropriately throughout the night.

I have read the terms and conditions and agree to abide by them.

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____