



CAVENDISH ROAD

State High School

20 October 2020.

Dear Parent/Guardian,

Term 4 is upon us and with that comes the final four weeks of schooling for your son/daughter at Cavendish Road State High School. We wish to take this opportunity to advise you of the important events that will take place over this period culminating in the graduation ceremony on Friday 20 November 2020.

Between now and when your child graduates, it is imperative that all unexplained late arrivals at school and/or absences that have been accrued throughout 2020 be verified by a parent/guardian. Please ensure that you contact the attendance officer via the student absence line in order to rectify any of these discrepancies pertaining to your child.

The Year 12 external exam block runs from Friday 26 October to Tuesday 17 November (inclusive.) During this period, students are only required to attend school for their scheduled examinations. All students have received an electronic version of that examination timetable and must ensure that they arrive at school before the scheduled commencement time. Should your child be sick and unable to attend school on a day they are scheduled to attend an examination then a doctor's certificate must be acquired and presented to the school on that same day. This certificate must contain specific details regarding your child's illness in order to satisfy the protocols of the external examination process.

It is mandated by the government that all Education Queensland senior students must also complete a CPR session before they graduate. This is still the case in 2020 despite the current pandemic. Adjustments have been made to the delivery of that course to align with COVID-19 restrictions and thus, students are required to sign on for one of a number of CPR sessions that will be run at various times throughout the external examination block. Students should select to attend a session that does not clash with any exam and all students must attend school on the appropriate day and at the specified time and complete that session. Any student who does not complete a session will not be eligible to graduate.

In the students' final week of school (Monday 16 November – Friday 20 November 2020) the Year 12 schedule will be as follows: -

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Cnr Cavendish & Holland Roads, PO Box 156 Holland Park QLD 4121

Phone 3394 0777 Fax 3394 0700 Email admin@cavroadshs.eq.edu.au Web www.cavroadshs.eq.edu.au

Monday 16 November	Tuesday 17 November	Wednesday 18 November	Thursday 19 November	Friday 20 November
<p>External Examination block continues.</p> <p>Students need only attend if they have an examination on this day.</p>	<p>Final day of the External Examination block.</p> <p>Students need only attend if they have an examination on this day.</p>	<p>In Periods 1, 2 and 3, students will attend their regular classes.</p> <p>Students will be permitted to leave the school grounds at 12.55pm unless it is deemed necessary to have an extra parade to convey important messages to students regarding graduation that have not been able to be passed on due to External Exam block.</p> <p>Any students who fail to complete their CPR session during the exam block will be required to stay at school to fulfil this mandated requirement prior to graduation and will not be permitted to leave school until 2.50pm.</p>	<p>Period 1 – All students from all year levels will attend an extended Peer Support lesson to farewell our seniors. This will run from 0845 to 0925. At 0925, Year 12 students will move to the Performing Arts Centre. Guest speakers will then address our seniors between 0930 and 1115.</p> <p>A farewell morning tea for students and teachers will take place during first break under the PAC.</p> <p>Period 3 and 4 – Practice Graduation Ceremony.</p> <p>Guests' tickets to the graduation ceremony will be issued to students during this time. If your child does not attend school on this day then they will not be permitted to cross the stage on graduation day.</p>	<p>The graduation ceremony commences at 8.50am. It is estimated that it will conclude by 11.15am</p> <p>Parents and other guests are advised that personal details as per COVID-19 requirements will need to be provided to school staff on the day. Please allow plenty of time prior to the commencement of the ceremony to complete this government requirement at The Alan Sampson Sports Centre prior to being seated inside the building. Tickets will also need to be presented at this time.</p> <p>All graduates and their guests are requested to leave the school grounds before other students commence their lunch break.</p>

The formal is to be held at *Cloudland* in Fortitude Valley from 6.30pm to 10.30pm on Friday 13 November. The cost per student is \$110.00 but parents are also advised that, in order for students to be eligible to attend this event, all other outstanding invoices must have been paid. Statements were sent to parents last week and students were notified of this anomaly via email. Failure to settle all outstanding accounts will render student's ineligible to attend. Please contact the school should there be any issues in this regard. We also wish to advise parents that their child will be required to provide private information as per COVID-19 requirements before being permitted to enter the venue at the beginning of the evening. Given this is a school event, any student who is deemed to be under the influence of any substance including alcohol will be refused entry into *Cloudland* and not be permitted to attend the formal. This includes students who are already 18 years of age. Unfortunately, this year, due to the COVID-19 restrictions that have been placed on clubs, we have been advised by the management of *Cloudland* that parents will not be permitted to enter the venue. Thus, any plans around the taking of family photographs on this evening should be organised by parents and taken at an alternative location. Parents are also

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reminded that the school's responsibility for looking after your child ceases at 11pm. Please ensure that you are at the venue to pick your child up before this time.

COVID-19 restrictions have also had an impact on our plans for the graduation ceremony. However, our Executive Leadership Team have been working on a proposal that allows as many people as possible to attend. Given the need for adults to socially distance and restrictions on the number of people who can attend venues, a decision has been made for students to cross the stage in the new Performing Arts Centre while the ceremony is streamed to parents seated in The Alan Sampson Sports Centre. The maximum number of people permitted in the sports centre means that guests are restricted to two per student. Tickets will be issued to each student at the graduation rehearsal. Anyone without a ticket will not be permitted entry. Doors to the sports hall will open at approximately 8.15am and parents will be required to sign in using a QR code. We hope to provide you with an opportunity to meet up with your child after the ceremony on one of our ovals so you may take some post-graduation photographs. If this occurs, then please ensure you maintain social distancing protocols whilst still on the school grounds. A professional photographer will also be in attendance at the Performing Arts Centre to take group photographs of students during the ceremony. These will be made available to you online in the days following the ceremony.

If you have any further questions regarding the formal, please contact the Formal Coordinator (Miss Chappell) on 3394 0705. Any other questions related to the external examination block should be directed to the Head of Senior Schooling (Miss Karyn Trapp) on 3394 0732 and any enquiries regarding the graduation ceremony should be directed to the Year 12 Dean (Mrs Sarah Potter) on 3394 0751. Finally, if you have any questions or concerns in regard to outstanding invoices then please contact our finance manager, Ms. Sue Everett on 3394 0777.

Yours sincerely



Richard Usher
Executive Principal



Terry Moran
Acting Deputy Principal



Sarah Potter
Year 12 Dean

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