



## **2023 Year 6 Farewell**

Each year, the children in Year 6 look forward to their final days at primary school. One major celebration is the Year 6 Farewell. We are so excited to be hosting our 2023 farewell at the school on the evening of Tuesday the 12<sup>th</sup> of December. This decision was made to make the farewell more accessible for our families and to reduce cost. The evening will be organised by Stage 3 staff and a parent committee and will include: dinner, drinks, dessert, decorations, music and a professional photographer to capture the night. We look forward to working with the Year 6 students to vote on a theme this week, before meeting as a committee.

Please return the slip on the next page if you are interested in being part of the Year 6 Farewell parent committee for 2023.

## **Year 6 Farewell - Roles & Responsibilities**

### **BHPS Stage 3 staff will:**

- Organise the venue (School hall and Dolphin Cove)
- Organise the permission note, official invite and placecards
- Choose and organise music and DJ (Mr Garbutt)
- Organise a photographer
- Organise food, drinks, dessert (cupcakes) and relevant dinnerware (plates, cups, serviettes)
- Coordinate a yearbook
- Coordinate seating arrangements
- Coordinate running sheet for the evening including a time schedule
- Organise slideshows of photos to be shown through the evening
- Organise the tables and chairs to be set up in the hall on the day

### **Parent Committee will:**

- Choose and purchase decorations within the decided budget (Including: welcome sign, table cloths, centrepieces, wall/ceiling decorations, photo props)
- Choose and purchase the cake (for cutting) within the decided budget
- Decorate the school hall on the day of the farewell with the purchased decorations

**All choices and decisions made by the parent committee will be finalised by the Principal.**



## Year 6 Farewell Committee 2023

Dear Parents and Caregivers,

We would like to invite interested parents of Year 6 students to attend our first Year 6 Farewell committee meeting. Year 6 students will be voting on a theme this week. At our first meeting, we will discuss roles, responsibilities and any other agenda items needed to assist with the planning of the event. Meetings will be scheduled according to need – generally three to four weeks apart.

**Date:** Wednesday, 30th August

**Time:** 2:40pm-3:10pm

**Location:** 5/6W

If you would like to be involved in the Year 6 Farewell for 2023 please complete the note below and return it to your child's teacher **by Friday the 25th of August.**

Yours Sincerely,

Phoebe Woodhead  
Stage 3 Assistant Principal (Rel.)

Dale Edwards  
Principal

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## Year 6 Farewell Committee 2023

Year 6 Farewell Committee Meeting: Wednesday 30th August, 2:40pm-3:10pm

**Please indicate one option with a ✓:**

- I am interested and able to attend the upcoming Year 6 Farewell Committee Meeting
- I am interested in being part of the committee but am unable to attend this meeting

Parent Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's class: \_\_\_\_\_

Phone Number: \_\_\_\_\_