

POLICY: SCHOOL SOCIALS

Rationale

Socials provide students with an opportunity to enhance their social development within a controlled environment

Purposes

1. To allow specific groups with an opportunity to gain organisational experience and raise funds for a particular project.
2. To provide a safe environment for all students in a social/recreational context.

Guidelines

1. Permission must be gained from the Principal at least 4 weeks in advance
2. A staff member will be identified by the group as staff co-ordinator with responsibility to fulfil the requirements of these guidelines
3. The organizing group will follow the Student Socials check list as attached
4. The co-ordinating staff member will negotiate the entry price with the Principal.
5. The Police will be notified of the event.
6. Minimum supervision will consist of 2 adults outside and 3 staff inside at all times. One of the staff will be a senior staff member.
7. School rules which relate to student behaviour will apply.
8. Only currently enrolled students of Rotorua Lakes High School are eligible to attend.
9. The school reserves the right to stop any student attending on grounds of misbehaviour, eg. Smoking
10. Students stood down or suspended within 10 weeks of the event may not attend
11. Students are not allowed entry to the social later than 30 minutes of the start time and may not leave until its conclusion unless accompanied by a parent or caregiver.
12. Sufficient lighting must be provided within the venue to ensure adequate supervision.
13. Decorations are encouraged but must be attached to surfaces as to not cause damage.
14. A reasonable standard of dress is required. No offensive logos/gang insignia.
15. A maximum of one social per term may be held.
16. Beneficiaries of the event will be made known to all students.
17. Emergency procedures will be explained at the commencement of the event.
18. Any damage to school property to be paid for?
19. The school may assist with professional security if necessary
20. Costs/entry fee to cover cleaning costs, security, heat, lighting, power

REVIEW: These guidelines will be reviewed according to the Board of Trustees' triennial Programme of self review (JUNE 2022)

DATE CONFIRMED: 25 JUNE 2019

SCHOOL SOCIALS - CHECKLIST

4 WEEKS PRIOR

Tick

Fill out application form	
Secure permission from Principal and negotiate entry price	
Identify staff co-ordinator: Name: _____	
Notify staff	
Check date with Deputy Principal	
Book music	
Communicate with parents through school newsletter	
Arrange printing of tickets	
Check re use of lighting/sound equipment	

2 WEEKS PRIOR

Advertise to students	
Arrange payment for music	
Arrange sale of tickets	
Organise outside and inside staff supervision	
Notify Police	
Order drinks/chips, etc	

ON THE DAY

Organise clean-up equipment	
Prepare decorations	
Check all supervision is adequate	
Arrange "safe room" for leaving bags, coats, etc	
Keep selling tickets	
Organise someone to open up buildings	
Remind students through Daily Notices of:	Standard of Dress Arrival and departure procedures School rules apply

AT THE EVENT

Go over emergency procedure with students	
Ensure lighting is adequate	
Clean up after event	
Security of money/tickets	
Lock up	
SUPERVISION: Names of staff on duty: _____ Other adults on duty: _____	