November 10, 2015

Dear Parents and Guardians

RE: PROCEDURES FOR PRESENTATION NIGHT

As the end of the 2015 school year is fast approaching I’m writing to you to advise you of some important events:

1. Presentation Evening

Presentation Evening will be held on Tuesday 8th December 2015 at the Darwin Entertainment Centre, 93 Mitchell Street, commencing at 7pm sharp. The public is asked to be seated by 6.45pm, please arrive early. Presentation night represents the formal end to the academic year and as such is a dignified celebration of the achievements of the College and those who have excelled in a range of activities. The evening is interspersed with award presentations and items performed by our students. This event is compulsory for all students and a high standard of behaviour and public presentation is expected of all our students. Arrangements will be as follows:

Seating Arrangements for students for the evening:
- All students will be seated in homeroom groups with their teachers. A class roll will be taken at the commencement of the evening, in the foyer area. Students will need to find their teacher so they can be guided to the correct seats.
- Parents, siblings and friends will be seated in the back half of the auditorium. Seats are not numbered. O'Loughlin students will not be seated in this area. Parents are requested to order their tickets on the attached tear off slip. This is to be handed in at the front office. There is no charge for admission for the evening and your tickets will be returned to you via your child. Tickets will be required for entry.
- All students, with the exception of Year 12, are required to attend the evening in full College uniform including correct polished shoes; therefore Tuesday 8th December is a casual clothes day for all students at the College during the day.

2. Academic Excellence and Outstanding Effort Awards

In order to reflect excellence in the school, the awards given at Presentation Evening are as follows:

- Two awards are presented per subject in each year level. The first award is for Academic Excellence. The second award may be for Academic Excellence or Outstanding Effort. Selection of students for these awards is made by teachers of all classes of that subject and Year level.
• **Academic Excellence** – is awarded to those students who have performed at a consistently high level throughout the year. For example there will be an Academic Excellence award given to the top student in Year 7 Science, Mathematics, etc.

• **Outstanding Effort** – This award is given to those students who have made a consistent and outstanding effort in their studies throughout the year.

I trust that you will support the College with these arrangements.

I look forward to seeing you all at Presentation Evening.

Yours sincerely,

Jim Jolley
Principal

(Please do not include a ticket for your child, as they will be given out in Homeroom Groups on the night)

I ____________________________ parent/guardian, of ____________________________

in Homeroom ________ request (# tickets not including student) ________ for

Presentation Evening on Tuesday 8th December 2015

__________________________________________  ________________________________
Parent/Guardian Signature  Date