



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the college via email ([Kyabram.P12@education.vic.gov.au](mailto:Kyabram.P12@education.vic.gov.au)) or phone (03 5851 2100).

## PURPOSE

We believe it is important to acknowledge our students graduating from the primary years and secondary school. To celebrate our graduating students, we hold official occasions for Years 6 and 12 students in the form of a Graduation Ceremony.

The aim of this policy is to explain the process of selecting students eligible to attend the Graduation Ceremony and other celebrations and clarify who has successfully graduated from courses, including Year 6, the Victorian Certificate of Education (Both VCE – University Placement and VCE – Vocational Major) and the Victorian Pathways Certificate (VPC).

## POLICY

Kyabram P-12 College believes that we should celebrate and acknowledge students who successfully graduate from their course of study.

## IMPLEMENTATION

For Year 6 students, graduation events could include: a final assembly and graduation ceremony.

For Year 6 students, the graduation events are usually held in Week 10 of Term 4, pending how long the school term goes for.

All Year 6 students will be eligible to graduate and participate in these celebrations.

For Year 12 students, graduation events could include: a final assembly, a celebratory breakfast and a graduation ceremony.

For Year 12 students the celebratory breakfast and final assembly are usually held in Week 3 of Term 4, after the completion of class. The Year 12 Graduation Ceremony is held after the completion of external VCE exams in November.

Students will be eligible to graduate and participate in these celebrations only if they have completed the requirements for the course they have studied, according to the College and VCAA Victorian Certificate of Education (VCE – University Placement, VCE – Vocational Major

and the Victorian Pathways Certificate) and there are not concerns about (if there are, and a students' graduation or end of year celebrations are at-risk, communication will occur in a timely manner so that remediation can occur):

- Behaviour, or
- Attendance

For more information about the satisfactory completion of Units and Outcomes please refer to the VCE/VCE-VM Handbook. Requirements must be met by the VCAA specified deadlines in that year for students to be eligible to graduate.

The College acknowledges that some students have modified or alternative courses. Students undertaking modified or alternative courses will be eligible to graduate from the College after successful completion of their course has been ratified by the College Principal and the Senior Management team. Any questions or clarification regarding dates and eligibility to graduate should be directed in writing to the relevant Student Management team.

## STUDENT MANAGEMENT TEAMS

The 5/6 Management team will comprise the following staff members:	The Senior Management team will comprise of the following staff members:
<ul style="list-style-type: none"> <li>• Prep-6 Assistant Principal</li> <li>• 5/6 LCL</li> <li>• Relevant classroom teacher/s</li> </ul>	<ul style="list-style-type: none"> <li>• 7-12 Assistant Principal</li> <li>• 11-12 LCL</li> <li>• Applied Learning Leader</li> <li>• Year 12 Coordinator</li> </ul>

## POLICY REVIEW AND APPROVAL

Policy last reviewed	<i>New</i>	
Consultation	March 2024 April 2024 May 2024	Students of Senior Year Levels College Community via newsletter Education Subcommittee
Approved by	Principal	
Next scheduled review date	April 2027	Recommended cycle of 3-4 years