

Holy Family Secondary School



HFSS Debutantes' Ball (Debs) Policy

1. Link to Mission Statement
2. Rationale
3. Advice for Parents
4. Responsibilities and Standard Operating Procedures

Appendix 1: Policy Review Timeline

Holy Family Secondary School staff, the Parents' Association, the Student Representative Council, the Board of Management, amongst others, were consulted during the formation of the policy.

Ratified by Board of Management on: 15th December 2015

Proposed Next Policy Review date: Academic 2019/2020

Chairperson, Board of Management
Mr Feargal Whyte

Secretary, Board of Management
Mrs Angela Ryan

Representative of the Diocese
Fr. Joe Mc Dermott

DATE:

1. Link to Mission Statement

This Policy has been developed in line with our Mission Statement which states;

‘We promote the Christian virtues of faith, hope, love, gentleness, respect and tolerance, and we emphasise togetherness and family. Guided by these Christian virtues, and dedicated to the pursuit of excellence, it is our mission to provide a safe, caring, inclusive learning environment in which to foster the spiritual, intellectual, academic, aesthetic, physical, emotional and social development of each pupil so that she may fulfil her own unique potential and may leave our school with the capacity and the willingness to contribute to the building of a society characterised by these Christian virtues’

2. Rationale

The School ‘Debs’ is a private function organised annually by a ‘Debs Committee’ (comprised of student representatives) in collaboration with HFSS school management. It is an opportunity for HFSS graduates to have a formal dining event to celebrate their completion of second level education. In recognition of this significant milestone, this event is only for students who have graduated from HFSS.

3. Advice for Parents

We have given much time and consideration to this important event for our graduates. We believe that this policy will help to make the event affordable, safe, enjoyable and above all memorable, for all. We would ask that you discuss this policy with your daughter/ward in order to clarify what is appropriate and acceptable behaviour. We ask this to ensure that we have respect for all with the organising of the event and at the HFSS Debutantes’ Ball.

4. Responsibilities and Standard Operating Procedures

- A HFSS Debs Committee (selected in 6th year) will organise the Debs event on behalf of their peers.
- HFSS Debs is open to pupils who have **graduated from sixth year in the year of that Debs**.
- HFSS graduate debutantes may invite one guest each.
- No current HFSS pupils may attend as a guest of a debutante (those enrolled in HFSS at the times of the Debs event). This is a special occasion for our graduates of that academic year only.
- Tickets must be purchased and fully paid for prior to the event date. A closed door policy for ticket holders will apply at venue, only ticket holders will be allowed access to the event. Tickets are to be collected in the school, on the evening of the event. Tickets must be collected by the HFSS graduate who purchased the tickets.
- Pupils pay for their tickets in three instalments in order to spread the cost. The first instalment payment will secure the ticket. A refund can be claimed after the first instalment, if a pupil changes their mind about attending. **However, once the second instalment has been paid, the deposit payments are non-refundable. Pupils are given prior notice of these conditions.**
- If a pupil cannot attend the event, there is no refund of ticket price.
- Any HFSS graduate with a significantly serious record of behaviour in our school **may** be refused permission to attend the School Debs.
- The school Debs will remain a closed-door event once it commences.
- Formal dress code is encouraged.
- On duty door staff at the event location, reserve the right to ask anyone attending to leave if their attire, behaviour and/or speech are deemed inappropriate or if they present themselves under the influence of alcohol and/or are found in possession of any illegal substance.
- HFSS facilitates the organisation of the Debs event, however, it should be noted that an event management company (e.g. Debs Ireland or another) assumes the contractual responsibility for the actual itself.

Appendix 1: Policy Review Timeline

HFSS SCHOOL POLICY REVIEW:

HFSS DEBUTANTES' BALL POLICY

YEAR OF REVIEW:

Academic 2015-16

PROCESS STAGE	DATE	NOTES
Identification Primary Planning Meeting	October 2015	
Scoping document (DRAFT 1)	October 2015	
Discussion document finalised (DRAFT 2)	October 2015	
Circulation of discussion document to focus group (staff) (DRAFT 2)	November 2015	
Circulation of discussion document to staff (DRAFT 3)	November 2015	
Consultation with HFSS SCR, Senior Prefect Team, Parents' Association (DRAFT 3)	November 2015	
Review by Planning Team (DRAFT 4)		
Consultation with Board of Management (FINAL DRAFT)	10 th November 2015	
Ratification date (BOM)	15 th December 2015	
Implementation date		Effective when ratified; 15 th December 2015