

School Disco Policy

AIM:

The Altona Green Primary School Parents Group will co-ordinate 1 school disco each year, preferably at the end of Term 3. The disco is designed to give students an extra-curricular activity outside of school hours. The disco can be themed, and aimed at having fun, dancing and entertainment.

IMPLEMENTATION:

- The disco shall be organised and co-ordinated by the Parents Group.
- Recommendation that the disco be organised into two parts; an earlier Prep/ Junior timeslot followed by a Middle/Senior session. (Grade 3 children may choose to attend the Junior or Senior disco but can only attend one).
- The Parents Group is responsible for the catering of the disco.
- The date of disco is to be negotiated with the staff and with approval by the Principal.
- All details i.e.: theme, times, date are to be confirmed by the Principal.
- A minimum of four staff and six parents shall supervise each session, with a minimum of one being first aid trained.
- Any serious incidents shall be handled by staff.
- Final responsibility will rest with the Principal or nominated staff.
- Canteen will be operated by Parents Group.
- DJ to announce that canteen is closing 15 minutes prior to the end of disco to avoid last minute purchases
- Disco is for current students only.
- Parents rostered on to help must have a current 'Working with Children Check'
- Parents rostered on to help must wear a Visitor's Badge and sign in.
- Only Parents rostered on to help will be allowed in to the gym or gym foyer during disco.
- At the completion of the last song all students will be made to wait in the gym - the gym doors will be shut.
- Parents collecting students at completion of disco will enter via foyer doors into gym, collect their child and exit through back gym door which will be supervised by two teachers.
- Students not collected will have parent contacted and will be supervised in the music room. No child is allowed to leave the disco unattended.
- All school agreements are expected to be practised during disco
- All tickets and tokens will be sold through the office.
- Advertising to be organised by the Parents Group.
- Children must present ticket on entering disco.
- If no ticket presented, and child arrives with parent, permission slip must be signed by parent at door and money paid
- Tokens will be given to students at time of purchasing disco entry ticket to swap for items such as drinks, canteen items and glow products. There will be NO money accepted on the evening for canteen items and glow products. The disco will be a money free event, with tokens used instead, that will be pre purchased from the office when purchasing entry ticket.
- Every effort will be made to ensure the quality of 'toys'.
- Water will be served free of charge throughout the disco.
- No food and drink will be allowed in the gym.
- No outside food is to be brought to the disco to support the management of food allergies.
- We encourage students attending the disco to wear safe footwear.

Review:

The School Disco Policy will be reviewed as part of the school policy review cycle.

Endorsed by School Council March 2013