



## MACLEANS COLLEGE STUDENT INFORMATION AND ROUTINE FOR SENIOR PRIZEGIVING 2019 - Thursday 7th November

**Year 11 Prizewinners and all Year 12 and 13 Students only. (Year 9 and 10 and 11(non prizewinners) do not need to attend school)**

TIMES	EVENT	WHO
<b>Tuesday 5th November</b>		
Period 4 and 5	Staging and Gym and Music set up (G5 and G6)	THO/Prefects/Groundsstaff
	Art Hanging	
<b>Wednesday 6th November</b>		
Normal Bell times	Normal classes	
Period 1	Staging and chairs to be moved to G5 and G6	Prefects - staging - THO Students/ PE class - chairs
Period 2 (9.45)	Prize Winners Practice - all prizewinners to the gym - seating	THO
Period 3 and 4 (11.00 - 12.50)	Prize Winners Practice - all prizewinners to the gym - practice	THO/ SMT/HOF readers
Period 5 ( 1.35 - 2.25)	Kapa Haka Practice /Remaining Chairs into G1	SARU/SARH
Period 6 and after school (2.25 - 4.30)	Music Practice in the gym	MIL
<b>Thursday 7th November</b>		
House assembly (8.35 - 9.00)	Run through Behaviour /uniform check/roll check	HL
Bell ( 9.00) 9.00 - 9.20	All students to be seated - bring chair with you/ Form teacher sit next to Form class	HL
9.20 - 9.50	Full Prize Winners Practice	THO
9.30am	Official guests arrive - main foyer	Mrs Bigwood/Mr Goodyer
9.50am	All other staff go to TK to assemble in order	THO Helper(Nick and Tina)
9.50am	Official party move to the Gym	Mrs Bigwood/Mr Goodyer
9.55am	Staff process to the gym	THO Helper (Nick and Tina)
10.00 am	Ceremony starts	Mr Mackenzie- start/end assembly
Approx 12.30pm	Prizewinners and parents are invited to the Staffroom For photos and refreshments.	Official party
	ALL STUDENTS DISMISSED FROM GYM	Mr Mackenzie