Birthday Celebration Procedure

1.1 Introduction

In order to ensure that each child's birthday is appropriately acknowledged and celebrated by the school friends the following process is to be adhered to. Please understand that the school birthday celebration is not intended to replace a family party.

1.2 Steps

1. Parents send an email through to the Principal at least one week prior to the celebration date, advising that they wish to have their child's birthday celebrated in class.

2. Once day prior to the class celebration, parents confirm whether or not they will be attending the celebration (maximum of 2 adults) and if they will be providing a celebration treat for the class. Parents are advised to confirm class numbers at this stage.

3. On the morning of the celebration, parents will wait outside for circle time to be completed. They will then be invited in by a member of staff.

4. Classroom staff will set up the birthday ring.

5. Parents who elect to video or digitally record the birthday ring, are reminded that in no way may they digitally post images of any child other than their own on any form of social media or use for any public purpose other than their own personal use.

6. Once the birthday ring has ended, children will be invited back to their jobs and parents will quietly exit the classroom.

7. Celebratory treats will be distributed by the birthday student after morning tea has been eaten.

8. Parents are free to choose whether or not they would like to supply a celebratory treat. Parents have a free choice as to what type of treat they may like to provide, however, consideration should be given to ease of distribution. If a single cake is provided, it should have a firm, slicing texture.

   Should you require any additional information around your child's celebration, please discuss with the Principal at an appropriate time, when she is not teaching within the classroom.

Gentle reminder: You are a guest and staff would appreciate you observe the celebration quietly.