



The Scots School

Bathurst and Lithgow

Birthday Invitations Guidelines

Rationale

The issuing of party invitations at school by either students or teachers can result in some children feeling upset and excluded.

At The Scots School, unless a whole class or gender group from a class are going to be invited to a party, we ask that parents do not send personal party invitations to school to be distributed.

Parents will be asked to share their details on a parent contact list. This list must be used by parents to send invitations, if all students in a class are not invited to a party.

The school will not assist in distributing party invitations unless they are intended for the whole class or gender group of that class. In Stage based classes we are referring only to class. For example, in Stage 2 the whole class may refer just to the Year 3 group. It could also refer to the gender group for a stage.

Procedures

Birthdays are celebrated and recognised at our weekly assemblies.

Students are provided with a certificate of recognition and a small gift voucher from the Headmaster.

If parents wish for their children to celebrate birthdays at school they are requested to comply with the following:

- Small cupcakes for each member of the class, water iceblock or fruit treat
- No party bags or additional treats

Distribution of party food can result in loss of learning time so it is important to keep the items small and appropriate.

Consideration of students with allergies and dietary requirements must be considered if providing small cupcakes for a birthday.

With the exception of whole class/ group invitations, children should be invited to birthday parties through parent contact and on a personal basis. A voluntary parent contact list is available to parents upon the commencement of a new school year. This can be used to send invitations via telephone or email.

Guidelines approved: May 2017