



## Checklist for Parents and Students when hosting parties

This checklist must be read in conjunction with the ***“Guidelines for Parents and Students with respect to hosting and attending parties”*** which can be found on the College website under the “About Mercedes – Key School Policies” tab.

The College advises that Parents and Students when hosting parties involving students of the College consult this checklist prior to the event.

| Hosts and guests of parties MUST...  | Hosts and guests of parties SHOULD...  |
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| Protect the safety and wellbeing of all guests at the event  | Invite guests of a similar age and avoid having gatherings involving students across a number of year levels |
| Notify Police of the party   | Have responsible male <b>and</b> female adults actively supervising guests                                   |
| Keep numbers of guests to a manageable level   | Be aware of guest repeatedly returning to bags/belongings during the event                                   |
| Not provide alcohol to any person under the age of 18  | Establish standards of expectations clearly  |
| Uphold the values and reputation of the College within the community   | Be in communication with parents of guests prior to the event  |
| Not publically distribute photographs, images or recordings of guests, particularly if the person(s) in the images are under the age of 18 | Set a clear time frame for the event, appropriate to the age of guests involved                              |
| Not encourage the wearing of College Uniform by guests when they attend a party  | Prepare for the possibility of the arrival of additional guests that have not been invited                   |
| Not use the College’s name or image in the promotion of any event (including in the use of Snapchat filters for example)                   |  |
| Take every measure to prevent the presence of illicit substances at an event   |  |