**Email sent to Year 12 re Formal by Mr Mears November 2020.**

Hi to all Yr 12s

Now the exams are nearing their end we can let you know about the formal. In order to be COVID Safe we have to ensure that you follow a few rules! Please read this email carefully so you know what you need to do on the evening.

**If you are at all unwell, have and respiratory or other COVID symptoms then please DO NOT attend the formal. This is really important!**

Only PHS students and staff who have already paid may attend the formal.

If you are having any before or after parties remember to check what the Public Health Order rules are for home gatherings and please abide by these rules. There are NO exemptions for these events.

Whilst at the formal we encourage you NOT to hug, kiss or touch each other or staff members if possible, to minimise any risk to each other.

Please remain in your seats at the event for as much time as possible, unless you are actually on the dance floor. If you do want to speak to others, then swap seats rather than stand and crowd at tables. Please do not “mingle”. When on the dance floor please minimise touching and try to dance at a small distance.

When taking photos only have 3-4 people in photos. Try not to have large groups crowding into photos as this will risk COVID infections spreading.

Please follow all instructions given to you about entering and exiting the venue and using hand sanitiser. Please use the sanitiser frequently and wash hands well when using the toilet and before eating.

If you will be signing anything please bring your own pen and/or sharpie and we encourage you not to share these.

Thank you for your cooperation.