SCHOOL OPENING CEREMONY

BOOKLET

CATHOLIC EDUCATION
OFFICE OF WESTERN AUSTRALIA
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INTRODUCTION

CAPITAL GRANTS PROGRAM (CGP)

This booklet has been designed as a guide to school opening ceremonies for the Capital Grants Program. The initial procedures, plaque requirements, advertising and appendices all pertain to Capital Grant requirements. However, the general ceremony process and checklist within this booklet may be utilised for all recognition requirements under various programs. It can also be helpful when a school chooses to have a ceremony to celebrate new facilities where there is no funding requirement.

CONTACT DETAILS
Phone: 1300 363 079
Email: schoolopenings@deewr.gov.au

TRADE TRAINING CENTRES IN SCHOOLS PROGRAM (TTC)

As part of the Australian Government's Education Revolution, funding has been provided to enable all secondary students to access vocational education through Trade Training Centres.

The recognition requirements for TTCs are separate to that of the Capital Grants Program. Recognition requirements and procedures for TTCs has been included at the end of this booklet for your convenience.

CONTACT DETAILS
Phone: 1300 363 079
Email: TTCRecognition@DEEWR.gov.au

DEFERRALS AND EXEMPTIONS

It is possible to request a deferral or exemption to a school opening ceremony; requests are to be made via the Catholic Education Office (CEO) for submission to the appropriate Department of Education, Employment and Workplace Relations (DEEWR) section, who will then assess each request on a case by case basis.

Schools are encouraged to contact Grethel Fonceca from the Resources Team on 6380 5272 or via email at fonceca.grethel@ceo.wa.edu.au to begin the school opening ceremony process.
The Australian Government provides significant funding towards capital expenditure for Catholic schools in Western Australia. Recognition requirements must be met as part of the conditions of funding to officially acknowledge the Government’s contribution. This is done in the form of an official school opening ceremony.

**REQUIREMENTS**

i. Acknowledge Commonwealth funding in all announcements and other publicity of all school capital projects to which the Commonwealth is contributing funds.

ii. Install building plaques on all completed projects, irrespective of cost, which acknowledge Commonwealth funding. Where a facility is opened by a Commonwealth representative, the name of the person opening the facility must be affixed to new and refurbished buildings. Wording on plaques acknowledging Commonwealth funding must be of similar size and style to wording acknowledging other funding sources.

(Plaque wording needs to be approved by DEEWR, via the Resources Team prior to production)

iii. Advise school communities about assistance received from the Commonwealth by such means as school newsletters.

iv. Arrange an official opening ceremony of funded facilities within seven months of the physical completion of the project, unless otherwise agreed by the Commonwealth, where the Commonwealth contribution is equal to or exceeds $1.0 million irrespective of the year in which the funding was approved, or where the school or the Commonwealth requests an opening.

Where the project is one stage of a larger, multi-stage development, the opening can be deferred until completion of an appropriate later stage. If the school believes that the nature of a project is such that it would be inappropriate to open it officially, it must seek, through the CEO, the Australian Government Minister’s approval that there not be an official opening, or, that the opening be deferred until an appropriate date or later stage.

v. If there is to be an official opening ceremony, the following conditions apply:

- ceremonies should not be proposed on Parliamentary sitting days; this is to allow greater flexibility for the Commonwealth Minister or representative to attend;
- the Commonwealth Minister or the Minister’s representative must be invited to speak at all official openings of capital projects to which the Commonwealth has contributed funding;
- the Commonwealth Minister or the Minister’s representative must be invited to open those projects for which an official opening is being arranged;
- the Minister or the Minister’s representative must be invited to open those projects to which the Commonwealth contribution is greater than 50 per cent of the project cost;
- in the case of Commonwealth funding being less than 50 per cent of the project cost, the Director of Catholic Education in Western Australia must be invited to open those projects for Block Grant Authority (BGA) schools. For Order Accountable schools, the Order will take carriage of the ceremony and appoint the officiating party.
THE PROCESS

1. The school contacts the Resources Team to check that the date chosen does not coincide with a Parliamentary Sitting day. This must be done at least three months in advance of the proposed date in order to comply with BGA notification requirements to DEEWR.

2. The school checks the availability of the Director of Catholic Education in Western Australia and the Archbishop/Bishop of the Diocese on the chosen date/time.

3. The school sends a letter of invitation to the Director of Catholic Education in Western Australia, and the Archbishop/Bishop of the Diocese (see Appendix A).

4. The school emails an initial letter of invitation to the Australian Government Minister (see Appendix B) to the schoolopenings in-box at the following email address: schoolopenings@deewr.gov.au (Cc the Resources Team into the email). With the initial letter of invitation the school also needs to provide background information on the project (see Appendix C).

5. Schoolopenings will source the Minister or his representative’s availability and confirm date/time with the school and Resources Team. The time frame for confirmation could be three to four weeks.

6. The school sends official invitations to the Director of Catholic Education in Western Australia, the Archbishop/Bishop of the Diocese and the Australian Government Minister/representative.

ORGANISING THE CEREMONY

- **Consider your school’s image**

  An official school opening ceremony is an ideal opportunity to promote positive community relationships and showcase what the school has to offer in both its curriculum and facilities.

  The initial impression gained by a parent, student or visitor is perhaps the most lasting. It will often determine their future enthusiasm, commitment, involvement and the image of the school they communicate to others.

- **Committee**

  It is recommended that a small committee be formed to organise the school opening.

- **Timing**

  Carefully plan the time of year for the opening, keeping weather conditions in mind. If the opening is to be held outside it is important to have an alternative arrangement in case of bad weather, or if the weather is very hot, e.g. school hall, classroom, or a marquee. A weekend opening may allow more of the community to attend.

  Please keep in mind that the date must not coincide with a Parliamentary Sitting day.

- **Official Ceremony requirements**

  *Welcome to Country and Acknowledgement of Country*

  Schools are encouraged to access the following website on protocols for Welcome to Country and Acknowledgment of Country:

Archbishop/Bishop
The blessing of the school should be done by the Archbishop (or his nominee) for the Perth Archdiocese and Bishop (or his nominee) for country diocese.

Catholic Education Office of Western Australia
The Director of Catholic Education in Western Australia (or representative) should, in most instances, officiate at the ceremony. If the Australian Government has met more than 50% of the project cost, the Minister (or representative) will officiate, in which case the school should discuss arrangements with the Resources Team. Formal invitations can then be issued by the school.

Australian Government
The Australian Government Minister (or representative) must be invited at least three months prior to the opening ceremony and given the opportunity to speak at all official openings of capital projects to which the Commonwealth has contributed funding.

Once a date and time has been confirmed with the Archbishop/Bishop and the Director of Catholic Education in Western Australia, The school emails an initial letter of invitation to the Australian Government Minister (see Appendix B) to the schoolopenings in-box at the following email address: schoolopenings@deewr.gov.au (Cc the Resources Team into the email). With the initial letter of invitation the school also needs to provide background information on the project (see Appendix C).

When the Australian Government Minister (or representative) has been confirmed by schoolopenings, formal invitations can then be issued (Appendix D).

State Government
The State Minister for Education should be sent an invitation if Low Interest Loan funds formed part of the project funding.

Master of Ceremonies
Appoint a Master of Ceremonies – this person, often the school Board Chairperson, welcomes guests and introduces speakers.

Vote of Thanks
Appoint someone to thank those who carried out the opening and blessing, guests, MC, etc – this is usually the Principal.

Invited guests
The following list may be used as a guide. Please note that schools which have been partially or fully funded by the Australian Government and/or State Government (Low Interest Loan Scheme) must invite the Australian Government Minister and/or the State Minister for Education.

The Australian Government Minister must be invited at least three months prior to the opening.

Official Party:
- The Archbishop or Bishop of Diocese
- Australian Government Minister (or representative)
- State Minister for Education (or representative)

• Invited guests
• Director of Catholic Education in Western Australia (or representative)
• Congregational Leader (Order accountable schools)
• Master of Ceremonies
• School Principal
• Parish Priest

**Guests:**
• Neighbouring Parish Priests
• Local Government (Mayor)
• Catholic Education Commission of Western Australia – Chairperson
• Congregation Leader of Religious Order (if relevant)
• Board members/Parish Council members
• Parents and Friends’ Association members
• Architect
• Builder
• Member(s) of the Resources Team
• All parents of children at the school
• Principals of surrounding schools (as appropriate)
• State school Principals of surrounding schools (as appropriate)
• Past Principals

Formal invitations should be sent to official party and invited guests. Considerations should then be given as to how parents and the wider community are to be invited – via newsletter, circular, newspaper advertisements.

**Arrival of guests**
Appoint a group of staff or senior students specifically to look after the invited guests. The Official Party should be met by the Principal and School Board Chairperson. It is useful to have names on seats for special guests. Arrange for students to meet other visitors and parents and show them to the ceremony area. It is wise to plan and rehearse the ushering of guests from the car park to the seating area with the designated students.

**Speakers**
Knowledge of the school and good public speaking skills are important in selecting the Master of Ceremonies. As a general rule, the number of speakers should not exceed the following:

• Master of Ceremonies (welcome and introduction)
• Welcome to Country and Acknowledgement of Country
• Bishop of Diocese (blessing) – usually the Bishop will also say a few words
• Australian Government Minister (or representative)
• Director of Catholic Education in Western Australia (or representative)
• State Government Minister (or representative) may wish to speak if significant Low Interest Loan funds are involved
• School Principal (thanks and closing)

**Program**
The invitation program should be finalised as soon as final acceptances are received from the Official Party. Allow sufficient time for printing. The opening ceremony should contain a liturgical section – samples of programs can be supplied by the Resources Team or Communication Consultant at the Catholic Education Office.

Generally, the program is as follows:
- Arrival of the Official Party and invited guests
- Master of Ceremonies – Welcome
- Welcome to Country and Acknowledgement of Country
- National Anthem (schools are advised to use versus one and three if not using all three verses)
- Liturgy and blessing of crucifixes
- Bishop of Diocese goes to each room for the placing of the crucifixes (during this time the ceremony continues with student readings, hymns, school choir, etc)
- Address: Bishop (if required)
- Official opening of facilities (Australian Government more than 50% or Director of Catholic Education in Western Australian less than 50% of project cost)
- Address: Australian Government Minister (or representative)
- Address: Director of Catholic Education in Western Australia (or representative)
- Address of thanks
- Morning/afternoon tea
- Buildings open for inspection

- **Introductions and starting time**

  Allow guests a short space of time for introductions and informal talk prior to the opening ceremony. It is a good idea to offer light refreshments, e.g. juice, water, etc, in hot weather. Begin the ceremony on time, unless and important guest or speaker has not arrived.

- **Plaque**

  If more than one building is being opened, a plaque must be placed on each building.

  The plaque for the official opening should be ordered well in advance and will contain the following information:
  - School name
  - Name of person who conducted the official opening
  - Date of opening
  - If Australian Government funded, reference to that fact
  - If State funded (Low Interest Loan Scheme), reference to that fact
  - If community funded, reference to that fact
  - Acknowledgement of architect/builder

  See Appendix E for an example.

  All plaque wording is to be approved by the Capital Grants section at the Department of Education, Employment and Workplace Relations for Capital Grants and the State Department of Education for Low Interest Loans, if applicable.

- **Engravers**

  Schools may wish to use one of the following engravers once details of the plaque have been approved:

  **Wilson’s Sign Solutions**
  30 Westchester Road
  MALAGA WA 6062
  Ph: (08) 9249 3244
  Fax: (08) 9249 2742

  **Poolgrave**
  284 Welshpool Road
  WELSHPOOL WA 6106
  Ph: (08) 9356 7377
  Fax: (08) 9356 2924

  A bronze plaque is recommended for best outdoor/low maintenance requirements. Polished brass plaques are also available, although these will need regular polishing.
Plaques should measure 30cm x 20cm. Engravers should also provide screws to attach the plaque. Plaque stands (with unveiling curtain) are available for hire from the engravers. Ensure that plaque details are carefully checked before final production.

- **Equipment hire**
  Equipment to be hired could include the following:
  - Chairs
  - Plants
  - Microphones
  - Staging
  - Tables
  - Cutlery
  - Crockery
  - Urns
  - Plaque stand
  - Trestles

  It is important to make the ceremony area as attractive as possible with plants, seating, etc. The placement of the staging is also important and should not be situated in a windy, exposed spot, near toilets or in a dimly lit area.

- **Seating arrangements**
  Organise seating arrangements for the Official Party and others well in advance. ‘Reserved’ signs or names on chairs are always helpful.

- **Catering**
  Catering will depend on the type of post-ceremony function held. Consider whether coffee, tea and biscuits or a ‘full’ morning or afternoon tea or lunch is appropriate. Nominate a body of people to organise the catering. The Parents and Friends Association often take the on as an appropriate activity. Ensure that there are enough people to help prepare the food, serve and clean up afterwards. Also ensure equipment is adequate.

- **Crucifixes**
  The Bishop will go to each room for the blessing and placing of crucifixes. Ensure that sufficient crucifixes are available and that hangers are placed in walls ready for the Bishop to hang them. A ladder may also be necessary if the crucifixes are to be positioned at a height.

- **Parking**
  Plan the parking of cars for officials and other guests. Parents should be informed well in advance where they should park on the day. Guest parking bays should be marked clearly.

- **Cleaning**
  A busy-bee organised prior to the opening will help to ensure the school is thoroughly clean, internally and externally.

- **Media coverage**
  It is the usual practice for the Communications Consultant at the Catholic Education Office to arrange press releases for school openings. However, schools are invited to make contact with the Communications Consultant at the Catholic Education Office to discuss media coverage.

- **Briefing**
It is wise to keep in contact with the Communications Consultant at the Catholic Education Office to ensure that all background details about the school and the opening are passed on. This information is always helpful when preparing briefing notes for the Director of Catholic Education in Western Australia or the Archbishop/Bishop of the Diocese.

- **After the ceremony**

  The official party should be escorted to the refreshment area. Encourage Board members to mix with the Official Party and invited guests.
<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee formed to plan the opening.</td>
<td></td>
</tr>
<tr>
<td>Date and time of opening to be considered – does an alternative venue need to be considered in case of wet or very hot weather?</td>
<td></td>
</tr>
<tr>
<td>If Australian Government funding involved, phone call to Resources Team at Catholic Education Office three months prior to proposed opening to check Parliamentary Sitting dates</td>
<td></td>
</tr>
<tr>
<td>Phone call made to ascertain Archbishop/Bishop of Diocese availability for opening date.</td>
<td></td>
</tr>
<tr>
<td>Phone call made to ascertain the Director of Catholic Education in Western Australia availability.</td>
<td></td>
</tr>
<tr>
<td>Initial letters of invitation to be sent (Appendix A). Initial invitation and background information to the Minister (Appendix B &amp; C) is to be emailed to schoolopenings in-box (Cc Resources Team into the email).</td>
<td></td>
</tr>
<tr>
<td>Initial letter of invitation sent to the Official Party (optional).</td>
<td></td>
</tr>
<tr>
<td>Date/time confirmed by schoolopenings and school/Resources Team notified of Australian Government Minister/representative.</td>
<td></td>
</tr>
<tr>
<td>Speakers nominated – Master of Ceremonies, Address of Thanks, etc.</td>
<td></td>
</tr>
<tr>
<td>Guest list drawn up – invitations printed and sent. Check to see whether the following should be invited:</td>
<td></td>
</tr>
<tr>
<td>• Neighbouring Parish Priests</td>
<td></td>
</tr>
<tr>
<td>• Local Government (Mayor)</td>
<td></td>
</tr>
<tr>
<td>• Catholic Education Commission of Western Australia – Chair</td>
<td></td>
</tr>
<tr>
<td>• Congregation Leader of Religious Order (if relevant)</td>
<td></td>
</tr>
<tr>
<td>• Board members/Parish Council members</td>
<td></td>
</tr>
<tr>
<td>• Parents and Friends’ Association members</td>
<td></td>
</tr>
<tr>
<td>• Architect</td>
<td></td>
</tr>
<tr>
<td>• Builder</td>
<td></td>
</tr>
<tr>
<td>• Member(s) of the Resources Team</td>
<td></td>
</tr>
<tr>
<td>• All parents of children at the school</td>
<td></td>
</tr>
<tr>
<td>• Principals of surrounding schools (as appropriate)</td>
<td></td>
</tr>
<tr>
<td>• State school Principals in surrounding schools (as appropriate)</td>
<td></td>
</tr>
<tr>
<td>• Past Principals</td>
<td></td>
</tr>
<tr>
<td>Notice of school opening published via newsletter.</td>
<td></td>
</tr>
<tr>
<td>Briefing of Director of Catholic Education in Western Australia, Government representatives, Master of Ceremonies and other speakers.</td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Completed</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Group of staff or students appointed to look after Official Party and invited guests.</td>
<td>☐</td>
</tr>
<tr>
<td>Drinks organised for arrival of Official Party.</td>
<td>☐</td>
</tr>
<tr>
<td>Rehearsal of ushering guests from car park to seating area.</td>
<td>☐</td>
</tr>
<tr>
<td>Program of opening finalised and printed.</td>
<td>☐</td>
</tr>
<tr>
<td>Engravers contacted with details of plaque – is a plaque stand necessary?</td>
<td>☐</td>
</tr>
<tr>
<td>Hiring of extra equipment organised – consider the following:</td>
<td>☐</td>
</tr>
<tr>
<td>- Chairs</td>
<td></td>
</tr>
<tr>
<td>- Microphones (test in advance)</td>
<td></td>
</tr>
<tr>
<td>- Staging</td>
<td></td>
</tr>
<tr>
<td>- Marquee</td>
<td></td>
</tr>
<tr>
<td>- Plants</td>
<td></td>
</tr>
<tr>
<td>- Tables, trestles</td>
<td></td>
</tr>
<tr>
<td>- Urns</td>
<td></td>
</tr>
<tr>
<td>- Crockery</td>
<td></td>
</tr>
<tr>
<td>- Cutlery</td>
<td></td>
</tr>
<tr>
<td>- Plaque stand</td>
<td></td>
</tr>
<tr>
<td>Hangers put in walls ready for placing of crucifixes. Is a ladder necessary?</td>
<td>☐</td>
</tr>
<tr>
<td>Busy-bee organised to clean and tidy school.</td>
<td>☐</td>
</tr>
<tr>
<td>Communications Consultant at the Catholic Education Office contacted to discuss background details and media coverage.</td>
<td>☐</td>
</tr>
<tr>
<td>Parking organised – Official Party, guests and others.</td>
<td>☐</td>
</tr>
<tr>
<td>Catering organised. Are there enough people to help serve the food and clean up afterwards? Is there enough equipment?</td>
<td>☐</td>
</tr>
<tr>
<td>Seating arrangements finalised – seats named – enough chairs?</td>
<td>☐</td>
</tr>
</tbody>
</table>
**TIMELINE**

You will require at least three months to prepare.

**Three Month Checklist**

- Committee formed.
- Date and time of opening proposed.
- Resources Team contacted to check that proposed date is not a Parliamentary Sitting day (only applicable to projects with Australian Government funding).
- Phone Archbishop/Bishop of Diocese office regarding availability.
- Phone Executive Assistant to the Director of Catholic Education in Western Australia regarding availability.
- Send initial letters of invitation to Archbishop/Bishop of Diocese, Director of Catholic Education in Western Australia and Australian Government Minister (if applicable).

**Two Month Checklist**

- Speakers nominated.
- Guest list drawn up.
- Invitations printed and sent.

**1 Month Checklist**

- Notice of School Opening published via newsletter.
- Briefing of Director of Catholic Education in Western Australia, Government Representatives, Master of Ceremonies and other speakers.
- Group of staff or students appointed to look after Official Party and invited guests.
- Engravers contacted with details of plaque.
- Busy-bee organised to clean and tidy school.
- Catering organised.
- Hiring of equipment organised.
- Crucifixes organised.

**2 Week Checklist**

- Program of opening finalised and printed.
- Hiring of extra equipment organised.
- Hangers put in walls ready for placing of crucifixes.
- Communications Consultant from the Catholic Education Office contacted to discuss background details and media coverage.
- Parking organised – Official Party, guests and others.
- Seating arrangements finalised – seats named.

**1 Day Before Checklist**

- Cool drinks organised for arrival of Official Party.
- Dress rehearsal.
APPENDIX A

LETTER OF INVITATION TO DIRECTOR OF CATHOLIC EDUCATION IN WESTERN AUSTRALIA/BISHOP OF DIOCESE

Dr Tim McDonald
Director
Catholic Education Office of Western Australia
PO Box 198
LEEDERVILLE WA 6903

OR

The Most Reverend <insert name>
Bishop of <insert Diocese>
<insert address>
<insert address>

<Date>

Dear Tim/Bishop <insert name>

On behalf of the <school name> community, I wish to invite you to participate in the official opening of the recently completed building project at <school name>. The opening will take place on <date and time>.

It would be appreciated if your availability to attend the opening could be confirmed.

Yours sincerely

<insert name>
Principal
INITIAL LETTER OF INVITATION TO MINISTER

The Hon Peter Garrett MP  
Minister for School Education, Early Childhood and Youth  
Parliament House  
CANBERRA ACT 2600

<Date>

Dear <insert name>

On behalf of the <school name> community, I wish to invite you to participate in the official opening of the recently completed building project at <school name>. The opening will take place on <date and time>.

It would be appreciated if your availability to attend the opening could be confirmed, or a representative nominated to attend.

Yours sincerely

<insert name>  
Principal
BACKGROUND INFORMATION

AUSTRALIAN GOVERNMENT CAPITAL GRANTS PROGRAMME

OPENING CEREMONY

INFORMATION FOR DEEWR

School: ____________________________________________
Address: __________________________________________
Principal: __________________________________________
Telephone: __________________________________________
Date and Time of Opening: ____________________________
Electorate (State): ______________ Electorate (Australian Government): __________
Enrolments: ______________ approx. students

PROJECT DESCRIPTION

COSTINGS

DEEWR Project Number: ______________
Project Cost: $ ______________
State Contribution: $ ______________
Australian Government Grant: $ ______________

BACKGROUND INFORMATION

History/profile of the school
Special features of the school
Current curriculum emphasis/activities

Full details of the opening ceremony (starting time, speakers, refreshments, etc) including who is expected to open the new facilities.

WHO SHOULD WE CONTACT FOR FURTHER INFORMATION

Name: ___________________________ Position: ___________________________
Telephone: _______________________
Email: ___________________________
The Principal and School/College Board are pleased to invite

<Insert Name>

to the

Blessing and Official Opening of <School Name>

by the

<Name of Archbishop/Bishop>
Archbishop/Bishop of <Diocese>

and

The Hon. <Insert Name>

Minister for School Education, Early Childhood and Youth

or

The Director of Catholic Education in Western Australia

on

<Insert Date>

at <Insert Time>

The ceremony will take place in the <Location>.

Morning/afternoon tea will follow.

RVSP <Insert Date> to <Insert Name> on
<Insert Telephone Number> <Insert Address>
APPENDIX E

PLAQUE

Sample plaque if project was entirely, principally or partially funded by the Australian Government.

```
<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>This plaque commemorates the Official Opening of the</td>
</tr>
<tr>
<td>&lt;Project Description&gt;</td>
</tr>
<tr>
<td>by</td>
</tr>
<tr>
<td>&lt;Name&gt;</td>
</tr>
<tr>
<td>on</td>
</tr>
<tr>
<td>&lt;Date&gt;</td>
</tr>
</tbody>
</table>

This project was jointly/entirely/principally/partly funded by the Australian Government.

<Insert other funding if relevant>

Architect: (Optional)             Builder: (Optional)
```

Please note:
The areas that have been highlighted in blue should be completed with the appropriate information.

Examples of School Opening Programs are available upon request from the Resources Team or the Communications Consultant at the Catholic Education Office of Western Australia.
TRADE TRAINING CENTRES RECOGNITION

All schools receiving funding under the Trade Training Centres in Schools Program (TCC) are required to recognise and acknowledge the Australian Government's contribution. This requirement is part of the funding arrangements of the program.

REQUIREMENTS

For all major capital works projects, there must be a recognition ceremony and a plaque erected acknowledging the financial assistance provided by the Australian Government.

Schools may also acknowledge the financial assistance provided by the Australian Government in the following ways:

- School publicity, including website announcements (where available); and/or
- Signage.

Equipment and/or Minor Upgrade of Facilities (including Minor Capital Works) Projects less than $1,000,000

For funding grants less than $1,000,000, schools are not required to hold an opening ceremony. However, all schools are required to acknowledge the financial assistance provided by the Australian Government. This acknowledgement must include both of the following:

- Erect or affix a plaque; and
- School publicity, including website announcements (where available).

PLAQUES

The size of the plaque should be commensurate with the size of the project/structure to which it is to be affixed. Where a plaque cannot be attached to a project because of the nature of the project (i.e. equipment), then a plaque must be placed in an appropriate location in the school, such as the front foyer or administration area.

PUBLICITY

Schools must refer to the Trade Training Centres in Schools Program by name in publications such as newsletters and articles in local media. Where a school website is available, schools must acknowledge the Australian Government’s assistance through an announcement on the homepage.

Copies of all publicity should be forwarded to the Trade Training Centres Taskforce via the Catholic Education Office of Western Australia.

SIGNAGE

For all new building projects, the Trade Training Centre name approved in the funding agreement should be prominently displayed on any building.
MEDIA ANNOUNCEMENT/PRESS RELEASE

Media announcements and press releases are not a requirement for recognition under the program. However, where schools choose to announce their projects through the media, they must consult with the Trade Training Centres Taskforce via the Catholic Education Office prior to the release of any statement.

OFFICIAL CEREMONY

The official opening or ceremony must be held within six months of the completion of the project. An official ceremony may be held prior to the completion of the project, for example, to mark the delivery of a large piece of equipment or commencement of training.

Multiple ceremonies

Schools may elect to hold a ceremony prior to completion of their project, for example to highlight the progress of their project (particularly where the project consists of multiple sites). Schools electing to hold a ceremony prior to completion of their project will be deemed to have met the recognition requirements. Where there are multiple projects/sites, schools can choose to have more than one official opening or ceremony. However, recognition funding can only be used once per project and any additional ceremonies will be at the cost of the school.

Exemptions

Schools that elect not to undertake a recognition ceremony must seek formal exemption in writing from the Minister via the Catholic Education Office.

Where exemption is granted, schools will still be required to erect a plaque acknowledging the financial assistance provided by the Australian Government.

PROCESS FOR CEREMONY REQUIREMENTS

- For capital works over $1,000,000, the Minister (or their representative) must be invited to speak and given the opportunity to officially open the facilities;
- The Minister (or their representative) must be given a minimum of 12 weeks’ notice;
- Propose three dates that do not coincide with Parliamentary sitting days to allow the Minister (or their representative) to attend;
- Once confirmed that the Minister (or their representative) will attend an opening or ceremony, the arrangement cannot be changed without the agreement of the Commonwealth; and
- Schools can invite any Member of Parliament, Federal or State, as a guest to an opening ceremony. Invited guests may speak at the ceremony if invited to do so by the schools, but cannot officiate at the ceremony.

REGISTRATION

- The school will be contacted by the Trade Training Centre Taskforce at the completion of the building project with a request for information on opening ceremony details.
- The school is required to ascertain the Archbishop/Bishop availability and the availability of the Director of Catholic Education in Western Australia when proposing dates.
- The school needs to copy Grethel Fonceca from the Resources Team in their response to the Trade Training Centre’s request for information (fonceca.grethel@ceo.wa.edu.au).
Please note:
The school is required to copy Grethel Fonceca from the Resources Team into their emails when contacting the Trade Training Centre Taskforce with the following:

- Plaque wording approval;
- Media releases; and
- When providing evidence of plaques and advertising to the Trade Training Centre where there is no opening ceremony required, for example, funding less than $1,000,000.

The process for organising the Trade Training Centre ceremony can be obtained from the Capital Grants School Opening Ceremony Booklet.