



# ÉCOLE BALLENAS SECONDARY

*Building Successful Students*

Principal: Trish Cathrine  
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Friday, May 16, 2025

Dear Grade 12 Students and Families,

It is hard to believe that it is the middle of May. Grads – we told you the year would go by in the blink of an eye – and here we are. We had a recent grad assembly to go through many important reminders regarding the end of the year. We will meet with our Grads again on Wednesday, May 28<sup>th</sup> (during Homeroom) to hear from Valedictorian candidates, and to walk through some of the more specific details regarding commencement and the end of the year. Here are the main points that we shared with grads this week, and that we will review again (briefly) on May 28<sup>th</sup>:

## Commencement:

- Commencement is organized by the school, and will be held here at Ballenas, in the gym, on June 26<sup>th</sup>
- We will have two ceremonies that day (10:30 AM, 2:00 PM)
- Students can sign up for either time
- Sign-up will open on Monday May 26<sup>th</sup>, via a link shared in the **Grad Google Classroom**
- The link will remain open/active until Friday, June 13<sup>th</sup> – it will be locked that day at 3:00 PM
- Any requests for a time change after that date will need to be made via the office
- Students must be signed into their school Google Accounts to access the document. **Changes to other students' entries are not permitted, and changes will be tracked via the document**
- Students are required to arrive a half hour early and gather in the 300 wing; the gym will be open for seating a half hour before the ceremony begins
- Parking will be tight – please plan ahead and carpool as much as possible
- Tickets for commencement will be handed out on June 11<sup>th</sup> (at the Grad pancake breakfast/Grad Walk) **if all fees are paid – see FEE portion of letter for more information**
  - Each student will receive 4 tickets to begin with
  - If students do not need all 4 tickets provided to them, please return to the office by June 13<sup>th</sup>
  - Additional tickets (if available) can be **requested** at lunch on June 12<sup>th</sup> and 13<sup>th</sup> in the office
  - We will not take requests for additional tickets after the 13<sup>th</sup>
  - Once we know how many additional tickets are requested and how many tickets have been returned (by June 13<sup>th</sup>), we will distribute additional tickets to those who have requested them

- Caps and Gowns (students can keep) will be handed out on the morning of June 11<sup>th</sup> at the pancake breakfast/before the Grad Walk if all fees have been paid – please take good care of these to ensure they are in good condition for the Commencement Ceremony

#### **Grad Walk/Pancake Breakfast:**

- Ballenas will host a Grad Pancake Breakfast starting at 8:45 AM on June 11<sup>th</sup> in the MPR
- Graduates will then participate in a field experience back to their elementary school (Grad Walk) – initial details were shared with Grads at our last assembly and will be revisited on the 28<sup>th</sup> at our next gathering
- Grads **need to sign up for this via the form** shared in our Grad Google Classroom. This is such a wonderful event that is very meaningful for all grads. Students who did not go to elementary school here can select a school they'd like to visit. Grads – do not miss this opportunity!
- There will be a field experience permission form for this trip – forms will be provided to students at the May 28<sup>th</sup> gathering and will also be available from the counselling and main office. Forms must be returned to the office or to counselling ASAP. Students will not be permitted to go on this trip without a form.

#### **Other Important Details:**

- Grad scripts (what we read as students cross the stage at Commencement) are due on Monday May 26<sup>th</sup> - the form for this is in the **Grad Google Classroom**
- **Fees:**
  - **\$100 – Commencement Fee (Cap and Gown, Yearbook, Commemorative Folio with Picture) (was due February 7<sup>th</sup>)**
  - **\$175 – PROM Fee (was due May 9<sup>th</sup>)**
  - **\$175 – GUEST Fee (for guests outside of the BSS Grad Class) (due May 23<sup>rd</sup>)**
  - **All fees are payable via [School Cash Online](#) or at the Office**
- **Please reach out to the main office if you need support for Commencement or Prom fees**
- All pertinent information will be shared with students via the **Grad Google Classroom**; if students are not connected to this site, they need to ensure that they are. All students have been invited. The code to join is **kxzfaw**
- PROM guests are being finalized this week. Grads will be notified by Thursday May 22<sup>nd</sup> if their guest is *not* approved
- Grads who have paid their fees can pick up their PROM tickets and choose tables/seating on May 29<sup>th</sup> and 30<sup>th</sup> at lunch in the front foyer

#### **Information from the Parent/Caregiver Prom Committee:**

- The event will be held at Arbutus Meadows on Saturday, June 14<sup>th</sup> @ 5:00 PM – 12:00 AM and is **organized by Parents/Caregivers**
- 3:15 PM – group photo at the Community Beach Park
- 5:00 PM – doors open at the venue (entertainment starts)

- Spectators are invited to Arbutus Meadows from 5:00 – 6:00 for the red carpet arrival
- 6:00 PM – dinner
- 12 AM – doors close
- All students attending will have needed to complete a pink waiver form from the office if intending to go (these are now past due). **Note there was a misprint on this document. Letters are *not* required for leaving early, and PROM volunteers will *not* be calling Parents/Caregivers if grads are choosing to leave before the end of the event. Please note there are no IN/OUT privileges. If a grad or guest chooses to leave, they will not be permitted to re-enter. Please discuss arrival/departure plans with your graduate and families are encouraged to pick up/drop off**
- Reminders from the Prom Parent/Caregiver Committee (as noted on the pink waiver/guest application form):
  - Drug and alcohol-free event for all attendees – guests who appear to be under the influence will be asked to leave the event
  - Grads/guests may be subject to search upon entry
  - Vaping/smoking not permitted
  - Grads take responsibility for any guests outside of the grad class that are approved to attend
- The parent group will be sending out a call for volunteers for Prom weekend in early June. If you are not already on it, please send a request to join the grad parent email list by emailing [bssgradinfo@gmail.com](mailto:bssgradinfo@gmail.com)
- Only volunteers who have signed up ahead of time with the Parent/Caregiver Prom Committee are permitted in the building for the set up and duration of the event
- More parent information can be found on our website under ‘Grad Parents’ – stay tuned for any further information and updates <https://www.sd69.bc.ca/school/BSS/Pages/default.aspx#/=>
- If you have any questions about the Parent/Caregiver organized Prom – please email [bssgradinfo@gmail.com](mailto:bssgradinfo@gmail.com)

Thank you all for your continued support of the Grad Class of 2025. We cannot wait to recognize and celebrate this incredible moment with all of you on June 26<sup>th</sup> – pack the Kleenex! If you have any additional questions, please reach out to me here at the school: [tcathrine@sd69.bc.ca](mailto:tcathrine@sd69.bc.ca)

With thanks,



Trish Cathrine  
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