



Miles Macdonell Collegiate

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Principal: Mr. J. Muller | Vice-principal: Ms. M. Williams | Vice-principal: Ms. B. Frith

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Dear parents/guardians/graduates,

We are very excited to be able to offer a convocation experience to our graduating students in June of this school year. This is a very important time in the life of our graduating students. It is a time to celebrate and recognize their success despite the circumstances that have affected their schooling over these past few months.

Convocation 2020 will remain a special event for our graduating students. All graduates will have the opportunity to wear the cap and gown, symbolic of graduation, as well as cross the stage in their high school to receive their provincial diploma. In order to provide this experience, our graduating students along with four guests will be invited to the school by making an appointment through Conference Manager. There will also be an opportunity for some photos on stage, by the Miles Mac Feature Wall in the gym foyer and by a special graduate recognition sign in the gym. This small ceremony will adhere to the specific protocols set by the Manitoba Public Health Act related to group gatherings and social distancing protocols will be maintained both within our school facilities and on our school grounds. We strongly encourage practicing good hand washing hygiene and social distancing, cleaning your hands as you enter the school facility, staying home and away from others if you are sick, and maintaining a distance of two meters or six feet from others in public.

Caps and gowns will be available for pick up at school on June 18th. This will allow students and families many opportunities for cap and gown photos in a variety of settings before their scheduled convocation event. Gowns will be returned at the school immediately following each student's graduation ceremony. Pick up of Caps and Gowns is on Thursday, June 18, 2020 between 10 am to 12 pm or 1 pm to 3 pm.

We are very pleased to share the Convocation 2020 experience with our students and look forward to their presence at this very important event.

Collège Miles Macdonell Collegiate Important Dates to Remember

- **June 4**, Graduate Lawn Sign Distribution
- **June 18**, Graduates pick up Cap and Gown between 10 am to 12 pm, 1 pm to 3 pm and **June 19** from 10 am to 12 pm enter by the Gym doors only. (Please see specific procedure for this).
- **June 15 – 19** Convocation sign up through Conference Manager. (Please see specific procedure for this)
- **June 24 and 25** Convocation in the school gym. (Please see specific procedure for this)

Procedure when you arrive at school for pickup of Cap and Gown on June 18 and June 19

- **Use the Gym entrance off Chelsea Avenue only.**
- In accordance with the Chief Public Health Officer's recommendations, our school buildings are closed to the public. Parents will not be able to walk through the school.
- To follow Health Officer's recommendation to avoid no more than 25 people in the school at a time, we ask you wait your turn and wait in the foyer of the gym doors. Others will be asked to wait outside and maintain social distancing. Please wait until you are called. Your understanding and patience are appreciated.
- A staff member will be at the Gym Doors to assist with the process.
- Please follow the markers on the sidewalk as they indicate the recommended six feet of space between individuals standing in line.
- Please limit your time around the building as other parents will be waiting to enter the school.

Sign up information for Conference Manager sign up June 15 - 19

- Please see information on our school website on how to sign up on Conference Manager.

Procedure for Convocation either June 24 or June 25

- Graduates and guests arrive at school 10 minutes before their designated date and a time that was selected.
- Graduates and guests are to wait at the first staging area outside the gym doors on Chelsea Avenue. In accordance with the Chief Public Health Officer's recommendation to avoid no more than 25 people in the school at a time, we ask you wait your turn and wait outside of the gym doors. We ask you to maintain social distancing. Please wait until you are called in. Your understanding and patience are appreciated.
- Staff will be there to usher graduates and guests to the next area.
- When signaled to come in Graduates and guests will move into the hall to take pictures in front of the Miles Mac Feature Wall. **(Graduates and guests will have only three minutes at each staging area).**
- Then graduates and guests will be directed to move into the gym, Graduates will be directed onto the stage to pick up their diploma, take pictures.
- Graduates will then move off the stage to take pictures in front of a large school sign provided for the graduation class.
- Graduates then move to the area to drop off the Cap and Gown (Teacher awaits to collect the Cap & Gown)
- Graduates and guests will exit out of the gym

We look forward to seeing and celebrating with you at Convocation!

Sincerely,

Administration Team (Mr. Muller, Ms. Frith, and Ms. Williams)
Collège Miles Macdonell Collegiate