

December 2018
Management Circular No. 28

To: Heads of All Establishments

Official Openings and Inaugural Functions

1. Preparation

- 1.1 Intimation from Education Services headquarters that an official opening or formal inaugural function is to be arranged.
- 1.2 A date and time will be agreed with the City Convener for Education, Skills and Early Years and the Executive Director of Education Services.
- 1.3 Functions should be arranged during the day except in the most exceptional circumstances.
- 1.4 A senior member of staff, acting on behalf of the Executive Director will contact the head of establishment to confirm the date and time.
- 1.5 The City Convener for Education, Skills and Early Years will formally open establishments and be principal speaker at inaugural functions except in the most exceptional circumstances.
- 1.6 In the event that the City Convener for Education, Skills and Early Years is unable to attend, he/she will, after discussion with the Executive Director for Education Services, nominate an appropriate representative.
- 1.7 No official opening or inaugural function should be arranged without the appropriate authorisation from Education Service headquarters.
- 1.8 Following agreement of a date and time, the Executive Director for Education Services will nominate a senior officer to liaise with and advise Heads of Establishment on procedures and protocols to be followed.

2 Arrangements

- 2.1 The Head of Establishment should determine the maximum capacity of the hall being used for the function and, subtracting the total number of staff, children and young people or early years children, they should intimate to the responsible officer the number of guests who can be invited.
- 2.2 The head of establishment should forward a guest list to Education Services headquarters who will advise if the list is inclusive of all who may have participated in the project or those who are required to attend on behalf of various Glasgow City Council services.
- 2.3 The guest list will be passed to the Executive Director for Education Services for approval and a platform party or distinguished guest list will be identified.

- 2.4 A gift should be presented to the City Convener for Education, Skills and Early Years and appropriate design members, Gifts should be modest and the costs met from the establishment budgets.
- 2.5 A plaque to commemorate the event will be ordered by Education Services and following the event arrangements will be made for the plaque to be wall mounted in a suitable area.
- 2.6 It should be noted that the plaque can only be mounted indoors and, in the case of a shared campus, a wall in a shared area should be identified.
- 2.7 Arrangements for the supervision of car parking should be put in place when necessary. Appropriate parking places must be reserved for the City Convener for Education , Skills and Early Years, Executive Director of Education Services, senior church representatives, Members of Parliament and Members of the Scottish Parliament.
- 2.8 Advice on invitation cards, programmes and other administrative details may be obtained from the appropriate senior office in Education Services headquarters.
- 2.9 A photographer from Glasgow City Council may be in attendance along with photographers and journalists from Local and national press. Therefore, children and young people should have permission to be photographed for media and social media.
- 2.10 Entertainment should be by children and young people and should be no longer than 15 minutes on the programme. The Head of Establishment can offer a welcome and vote of thanks.

3 **Invitations**

- 3.1 Invitation cards in the name of Glasgow City Council may be prepared by the establishment or Education Services headquarters and should be issued for weeks prior to the function.
- 3.2 Invitation lists must include:
 - City Convener for Education, Skills and Early Years
 - Executive Director for Education Services
 - Area Head of Service
 - Members of Parliament and Members of the Scottish Parliament whose constituencies overlap the catchment area of the establishment.
 - Glasgow City Council Councillors whose constituencies overlap the catchment area of the establishment.
 - Glasgow City Councillors whose constituencies overlapped the catchment areas of any former establishments now closed or amalgamated to form a new establishment.
 - Chief Executive of Glasgow Life.
 - Religious representatives of appropriate committees.
 - Local church representatives.
 - Archbishop of Glasgow Diocese in the case of denominational schools.
 - The Parent Council
 - The Building Contractor
 - The Architect
 - Heads of Establishment from within the Learning Community
 - Appropriate EdIS representatives
 - Previous head of establishment
 - Other invitees at the discretion of the head of establishment
 - Royal Strathclyde Blindcraft Industries

4 **Programme**

4.1 The programme should be agreed with the appropriate senior officer from Education Services headquarters and should last no longer than 45 minutes.

4.2 The order of the ceremony must include:

- Opening remarks by the Head of establishment and should last a maximum of five minutes
- In the case of denominational schools, the church representatives may offer a blessing
- Entertainment by children and young people
- Speech and formal opening by the City Convener for Education , Skills and Early Years
- Presentation of gifts to the City Convener and the building contractor
- Vote of thanks
- Tour of establishment.

Following the ceremony, refreshments should be provided in the library/media suite or games hall. No alcoholic drinks will be served.

5 **Gifts**

5.1 Gifts should be presented to the City Convener for Education, Skills and Early Years and appropriate design members.

5.2 Suitable gifts can include:

- Framed photographs or drawing of establishment
- Flowers
- Plants
- Children's artwork
- Paperweight
- Glasses
- Engraved pen
- Scarf
- Child or young person photography

6 **Themes**

6.1 Establishments should advise the nominated officer of the theme of the programme before any preparations begin.

Maureen McKenna
Executive Director of Education