



# CAMBRIDGE

## How to host a Cambridge Primary celebration ceremony



Congratulations to you and your students on successfully completing Cambridge Primary. We are delighted to provide this guide to organising and managing ceremonies that celebrate your students' achievements.

### Logistical arrangements

#### Arranging a ceremony

The ceremony could be in front of the school or a special event involving parents and the local community. To help create your ceremony we have prepared support items for you to download and use.



#### An online or in-person ceremony

You may wish to host your ceremony online or in-person. If the ceremony is online we suggest that you conduct separate ceremonies for individual classes in order to keep them short.

Parents should be muted during the presentation and you may wish to provide a recording for those who were unable to attend (if appropriate). Alternatively, you could pre-record the ceremony without an audience and share the recording at a later date.

To support you with hosting an online or in-person ceremony we have produced some colourful backdrops (shown left) for you to project or display online.

#### Setting a programme

We recommend that you include a speech from the school principal or teacher before introducing the individual students. To break up the ceremony you could include a short student performance, or a pre-recorded video of some of the students' achievements during the year.

### Promoting your ceremony

#### Media press release

To help you raise the profile of your students' achievements we have included a template school press release for you to customise with information about your ceremony and then distribute to the local media.



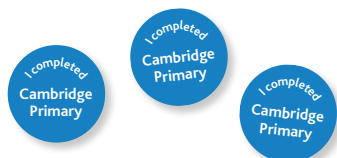
# How to host a Cambridge Primary celebration ceremony continued

## Award winners poster, stickers and sash

We are pleased to include designs for round stickers, a body sash (shown above) and a poster (shown below) that you can customise with the names of your students. We recommend that you display the poster in a prominent position in your school or local community.



A3 poster  
and round  
stickers



## Photographs

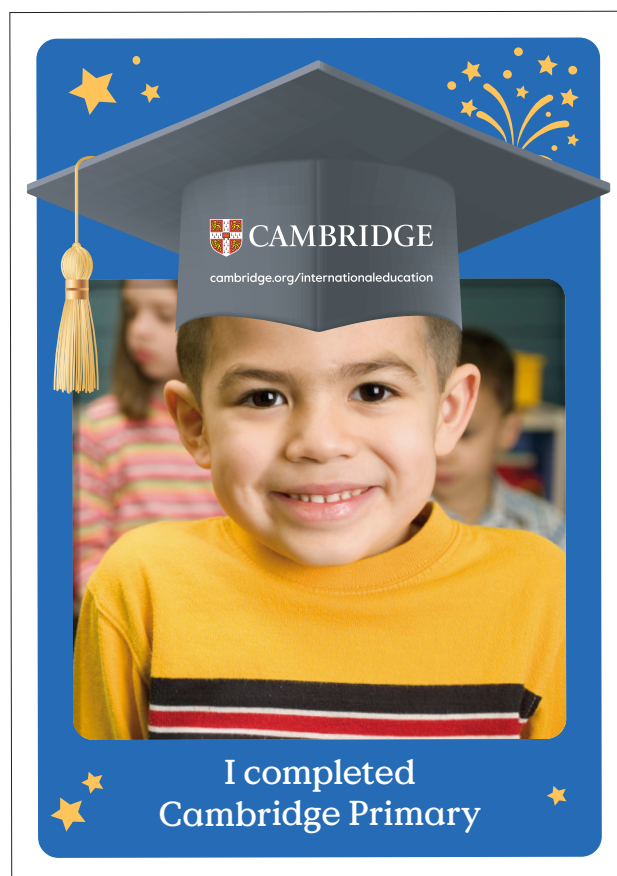
If you intend to hire a professional photographer we recommend that you meet them before the ceremony. You can then agree on a suitable position for taking high-quality photos that include your school logo.

If you are happy for the audience to take photos of the students, allow enough time for this in the ceremony. Also, clearly explain to the audience when they can take photos.

## Social media

Promoting your learners' achievements on social media will help raise the profile of your school's ceremony among parents, students and educators all around the world. We have designed a mortar board photo frame (see below) that you can use to frame the images of your students.

Tag us @CambridgeInt on Instagram and Twitter, and remember to use the hashtags #CambridgeSchools and #CambridgeLearners so we can share your images.



If you have any queries, please find your local representative at:  
[www.cambridgeinternational.org/about-us/our-regional-teams](http://www.cambridgeinternational.org/about-us/our-regional-teams)