

WNS New Employee Guide to Special Events

Event	Approximate Date	Expectations
All-School Block Party	August	The first all-school community-building day of the year; attendance strongly encouraged, even for a short time; notify division head if you are unable to attend.
Middle School Retreat	First or second Friday of the school year	All MS faculty attend. If an overnight stay is not possible, notify Heidi well in advance.
Back-to-School Night(s)	September	These will be on-campus, in-person this year (23-24) with all Faculty and Staff expected to be present.
Founders' Day	Sep. 21	The birthday of the school, recognized in a special, slightly longer Morning Assembly scheduled just before or after the 21st.
Family Groups		
Breaking Bread	November	A Family Group activity to recognize Thanksgiving
Grandparents' and Special Friends' Day (GPSF)	every other Nov. in even-numbered years	All faculty attend and most teach a lesson that includes students and grandparents/special friends. Includes special assembly and performances. Takes place the day before the Thanksgiving break.
Winter Performing Arts Showcase	December	Daytime performance by each grade level on two days in December; performing arts faculty prepare students in class time and extra rehearsals in December; winter program elective students (6-8 graders) play key role.
WNS Gala	Spring	Annual fundraising event including dinner, auction, entertainment. Teachers are invited but not required to attend.
8th Grade Play	March	Play that includes the entire 8th grade class. In two weeks prior to performance, rehearsals take place after school in addition to class time. Morning and evening performances; teachers attend in the morning with students and are encouraged to attend in the evening.
Spring Choral Concert	April	Choral performance of all middle school students, morning and evening. Teachers attend in the morning with students and are encouraged to attend in the evening. Volunteers are requested during rehearsals and performances to assist with student management.
Film Festival	May	Middle school student-created films shown in the evening. Electives offered in two trimesters to assist students in filmmaking. Volunteers may be requested to assist with the festival itself. Attendance is encouraged.
Moving Up Day	June	A 40-minute period during the school day in which students "move up" to the next grade level to anticipate the exciting year ahead. Teachers plan the activities. In middle school, the grade level moves up as one large group. Typically, advisors are assigned to the three groups. Eighth grade participates in an Alumni Circle with the Head of School, Director of Advancement, and Dr. Cameron.

Spring Musical	End of May/Early June	An elective offering for middle school students for 2nd/3rd trimester culminates in a musical performance towards the end of the year. There is a morning show and an evening show. Middle schoolers can also elect to participate in the tech elective (3rd trimester) to support and run the behind-the-scenes aspect of the show. This production is on the same day as moving up day.
Celebration Day	Typically the day before the last day of school	
Beach Day	Typically the day before the last day of school	Middle school students and teachers travel by bus to Playa del Rey and spend most the school day enjoying the surf and sand. Lifeguards are on duty, but teachers are expected to actively supervise.
8th Grade Farewell Assembly	Last day of school	Special Morning Assembly to recognize the achievements of members of the 8th grade class. All students, teachers, and 8th grade parents attend.
Promotion Assembly	Last day of school	At a special Morning Assembly, the DK students and Mr. Zacuto promote each class to the next grade level; they change their Morning Assembly seats. All teachers attend.
Graduation		All Faculty and Staff expected to attend.

- MS Retreats (September and various) - [All middle school faculty expected to attend Fall Retreat \(September\); advisors attend their grade level's retreat](#)
- MS Admissions Nights (November and January) - [Two nights to promote the WNS middle school:](#)
 - [November - to prospective parents/students](#)
 - [January - to current 5th grade parents/students](#)
 - [Most middle school faculty participate in at least one of these two evenings. Fifth grade faculty attend the beginning of the January event.](#)
- Parent Education Meetings (various) - [limited faculty attendance by request of administration](#)
- Middle School Dances (fall and spring) - [MS faculty should plan to attend at least one as a chaperone](#)
- State of School (varies) - [encouraged but optional](#)
- Faculty Holiday and EOY Parties (December and June) - [encouraged but optional](#)