



GRADUATION GOWN REPLACEMENT PLAN

WOODRIDGE STATE HIGH SCHOOL P&C ASSOCIATION

SUPPORTING OUR *World* CHANGERS

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PURPOSE

To establish a planned, affordable process for replacing ageing, damaged and unsuitable graduation gowns so graduating students have access to clean, consistent and professional graduation attire each year.

1 CURRENT GOWN AUDIT

Before purchasing replacements:

- ✓ Count all existing graduation gowns.
- ✓ Record each gown by size and condition.
- ✓ Identify gowns that are:
 - Good – retain
 - Fair – repair/clean
 - Poor – replace
 - Unusable – dispose of
- ✓ Identify sizes where additional gowns are required.
- ✓ Determine the minimum number of complete gown sets needed for each graduating cohort.



2 REPLACEMENT PRIORITIES



PRIORITY 1

IMMEDIATE REPLACEMENT

Replace gowns that are torn, permanently stained, badly faded, damaged or no longer presentation-ready.



PRIORITY 2

SIZE & QUANTITY GAPS

Purchase gowns in sizes where the current collection cannot adequately accommodate students.



PRIORITY 3

STANDARDISATION

Gradually replace older gowns so the complete set has a consistent colour, style, fabric and appearance.

3 STAGED REPLACEMENT PROGRAM

STAGE	ACTION	TARGET
Stage 1 – 2026	Complete full gown audit and replace gowns in poorest condition	Highest priority gowns
Stage 2 – 2027	Replace remaining ageing gowns and fill size shortages	Build reliable full set
Stage 3 – 2028	Complete standardisation of graduation gown collection	Consistent presentation
Ongoing	Replace a small number annually rather than undertaking another major replacement	Sustainable gown program

4 FUNDING STRATEGY

Funding could be shared between the school and P&C, with additional support sought through:

- 1 P&C fundraising
- 2 Sponsorship or business donations
- 3 Community grants
- 4 Dedicated graduation fundraising
- 5 Annual P&C budget allocation
- 6 School contribution



A small Graduation Gown Replacement Reserve could be included in the annual budget so funds accumulate before replacements are required.

5 GOWN MANAGEMENT

After each graduation:

- ✓ Gowns returned and counted.
- ✓ Damage recorded immediately.
- ✓ Gowns professionally cleaned or laundered according to manufacturer instructions.
- ✓ Repairs completed before storage.
- ✓ Gowns stored by size in labelled garment bags/containers.
- ✓ Inventory updated annually.
- ✓ Missing gowns followed up promptly.



6 PURCHASING CONSIDERATIONS

When obtaining quotes, preference should be given to gowns that are:

- ✓ Durable and reusable
- ✓ Easy to clean
- ✓ Comfortable in Queensland conditions
- ✓ Available in a broad range of sizes
- ✓ Consistent with school colours
- ✓ Available for repeat ordering in future years
- ✓ Good value over their expected lifespan



PROPOSED ANNUAL REVIEW

The graduation gown inventory should be reviewed early each year, allowing sufficient time to obtain quotes, approve funding and order replacements well before graduation.



GOAL

Every graduating student should be able to wear a graduation gown that is clean, well-fitting and presentation-ready—without the school needing to replace the entire collection at once.



This staged approach spreads the cost over several years while building a sustainable graduation gown collection for future Woodridge State High School students.