



Ministry of  
Education & Training  
Cayman Islands Government

April 2026

---

# School Leaving & Graduation Ceremony Protocol and Programme Standards

---

[gov.ky/education](http://gov.ky/education) | [schools.edu.ky](http://schools.edu.ky)



Department of  
Education Services  
Cayman Islands Government

## 01 Invitations

- 1.1 Send invitations to elected officials, other dignitaries and keynote speakers at least **two** weeks before the event (See Appendix A). Clearly state:
  - ☑ Role (e.g. delivering remarks, presenting awards)
  - ☑ Speaking time allocation
  - ☑ Expected arrival time (aligned with event protocol guidance)
- 1.2 Include an RSVP deadline and point of contact for coordination.
- 1.3 Include accomplished school alumni and community members as keynote speakers.

## 02 Placement of Flags

- 2.1 Ensure that the Cayman Islands flag and the Union Jack are positioned correctly on the platform.
- 2.2 When facing the stage:
  - ☑ The Union Jack must be on the left; and
  - ☑ The Cayman flag must be on the right.
- 2.3 If the Union Jack is not displayed, place the Cayman Islands flag on the left (when facing the stage).

## 03 Attendance of Specially-invited Guests/seating

- 3.1 Confirm attendance of guest speakers and invited dignitaries, including Ministry of Education & Training and DES officials, **three to five days** before the event.
- 3.2 Conduct a brief reconfirmation 24 hours prior, if required.
- 3.3 Accommodate dignitaries and guest speakers in a comfortable waiting area until the start of the ceremony.

- 3.4 The Governor, Ministers, Parliamentary Secretaries, MoET Chief Officer, Deputy Chief Officers, the DES Director and Deputy Directors should be:
  - ☑ Provided with parking details in advance. Ensure personnel managing parking can identify VIPs (visual guides/charts are strongly recommended);
  - ☑ Greeted upon arrival; and
  - ☑ Escorted to the waiting area or their assigned seating.
- 3.5 Seat officials and sponsors in the main audience area, with stage seating reserved only for persons required for programme delivery.
- 3.6 Ensure that persons are seated and acknowledged in the correct order of precedence. Highlight the names of all dignitaries in attendance on the protocol list upon their arrival (See Appendix B).
- 3.7 **Do not** mention post-nominals in verbal address (e.g. MP, JP, OBE).
- 3.8 Assign a staff member to identify invited dignitaries and speakers who have not previously confirmed their attendance. Ensure that the Master of Ceremonies acknowledges these persons as soon as possible.

## 04 Start Time

- 4.1 The event must begin within **10 minutes** of the arrival of the Governor, if in attendance.
- 4.2 Be specific about the time you need dignitaries to arrive. Please request that they arrive no more than 10 minutes before the scheduled start time. This will help ensure that the event begins on schedule.
- 4.3 If the most senior invitee or a key Education official is late, defer to the most senior Education official or Protocol Officer present.
- 4.4 All principals and school event leads must participate in protocol training during May 2026. This will be arranged by the HR Unit and delivered by the Protocol Unit. The exact date, time and venue will be confirmed shortly.

## 05 Event Programmes

### 5.1 Programmes must include the following items:

- ✔ Processional
- ✔ Welcome/Opening Remarks
- ✔ National Song
- ✔ Scripture Reading
- ✔ Prayer
- ✔ Minister's Greetings
- ✔ Principal's Message
- ✔ Key Note Address
- ✔ School Leavers' Address
- ✔ School Leavers' Song
- ✔ Cultural Item (or Video/Slideshow)
- ✔ Vote of Thanks.

**5.2** Schools may decide on how these items are named and sequenced.

**5.3** If advertisements are featured, include only those that are age-appropriate and sector-appropriate.

**5.4** Include speaker biographies in the programme (do not read them aloud.)

**5.5** Acknowledge sponsors within the event programmes, as appropriate.

**5.6** Programmes may be printed or provided digitally via QR code.

## 06 Cultural Elements

**6.1** Events should feature at least one element of Caymanian culture, whether through a musical performance, decorations, or processional music.

**6.2** Where primary school leavers or high school graduates do not march to set processional music, selections may include:

- ✔ Pieces from local composers
- ✔ Cover songs from local musicians
- ✔ Other items that reflect Caymanian culture

(See Appendix C)

**6.3** Schools are encouraged to use their creativity when planning processional activities.

**6.4** The Ministry of Education and Training will fund standardised décor services, while schools are encouraged to incorporate elements that reflect their culture.

## 07 Length of Ceremony

### 7.1 The following time ranges must be observed:

#### ✔ 1-2 minutes:

- Welcome/Opening Remarks
- Vote of Thanks

#### ✔ 1-3 minutes:

- National Song
- School Leavers' Song
- Cultural Item
- Prayer
- Scripture Reading

#### ✔ 2-3 minutes:

- Minister's Greetings

#### ✔ Up to 10 minutes:

- Principal's Message
- Processional
- Keynote Address
- School Leavers' Address

**Note:** *Times may vary based on school size, the size of the graduating/leaving class, and whether the institution is a primary or secondary school.*

**7.2** Individual presentations should be 10 seconds or less.

**7.3** The number of special awards should not exceed 20 for high schools and 10 for primary schools.

**7.4** Total Duration:

✔ Primary school leaving ceremonies: approximately **1.0-1.5 hours**

✔ High school graduation ceremonies: approximately **1.5-2.0 hours.**

- *Always factor in the time required for individuals to enter and exit stage.*

## 08 Run-of-Show and Rehearsals

- 8.1 A detailed and fully-timed Run-of-Show must be prepared and used during rehearsals.
- 8.2 Hold at least 3-4 graduation rehearsals. *(This may not be necessary for school leaving ceremonies.)*

## 09 Presentation of Certificates & Awards

### 9.1 Primary School Leaving Ceremonies

- ✔ All primary school leavers, except those receiving the top academic & sports awards, should be called to the stage only once to receive their school leaving certificate and awards.
- ✔ Pre-pack student awards into bags and arrange in the order in which students will be called to the stage.

### 9.2 High School Graduation Ceremonies

- ✔ Plan two simultaneous certificate presentation lines to ensure efficiency
- ✔ Present subject awards along with graduation certificates
- ✔ Special award recipients may return to the stage on multiple occasions to collect their awards.

### 9.3 General Procedures

- ✔ Assign a team of persons to monitor the distribution of awards.
- ✔ Limit awards to the school leavers. (Plan a special award ceremony to recognise others.)
- ✔ Subject awards and leaving certificates should be presented by:
  - School principals
  - Minister for Education and Training
  - Ministry of Education and Training's Chief Officer
  - DES Director
- ✔ Sponsors may present special awards at graduation ceremonies.
- ✔ Limit background information and award descriptions to the printed/digital programme or screen display. **Do not read this information aloud.**
- ✔ The Ministry of Education and Training will cover the cost of core subject awards (Mathematics, Science, Reading, and English) for primary schools, and subject awards for up to 50 recipients in high schools. Schools may seek sponsorship for special awards.

## 10 Photography

- 10.1 Designate an official photographer to capture stage presentations.
- 10.2 A photo booth or designated photo area for parents, well-wishers, and sponsors may be arranged after the event (optional).



## Appendix A

## Contacts for Cabinet Members and Members of Parliament

Official's Name	Email Address	PA's Name	Email Address
HE Jane Owen	NA	Ms. Faye Kulcheski	Faye.Kulcheski2@gov.ky
Hon. Andre Ebanks	Andre.Ebanks@gov.ky	Ms. Karie-Anne Bounds	Karie-Anne.Bounds@gov.ky
Hon. Ezzard Miller	Ezzard.Miller@parliament.ky	Ms. Tasha Porter	Tasha.Porter@parliament.ky
Hon. Franz Manderson	Franz.Manderson@gov.ky	Ms. Tenisha Ebanks	Tenisha.Ebanks@gov.ky
Hon. Gary Rutty	Gary.Rutty@gov.ky	Ms. Jonina Frederick	Jonina.Frederick@gov.ky
Hon. Rolston Anglin	Rolston.Anglin@gov.ky	Ms. Tina Ebanks	Tina.Ebanks@gov.ky
Hon. Katherine Ebanks-Wilks	Katherine.Ebanks-Wilks@gov.ky	Ms. Dorisley Swaby-Jackson	Dorisley.Swaby-Jackson@gov.ky
Hon. Isaac Rankine	Isaac.Rankine@gov.ky	Ms. Benieca Thompson	Benieca.Thompson@gov.ky
Hon. Johany 'Jay' Ebanks	Johany.Ebanks@gov.ky	Ms. Helen Morey	Helen.Morey@gov.ky
Hon. Nickolas Dacosta	Nickolas.Dacosta@gov.ky	Ms. Tamika McField	Tamika.McField@gov.ky
Hon. Michael Myles	Michael.Myles@gov.ky	Ms. Monica Smith	Monica.Smith@gov.ky
Hon. Samuel Bulgin	Samuel.Bulgin@gov.ky	Ms. Tesia Scott	Tesia.Scott@gov.ky
Hon. Wayne Panton	Wayne.Panton@gov.ky	NA	community.savnew@gmail.com
Ms. Heather Bodden	Heather.Bodden@gov.ky	NA	
Mrs. Julie Hunter	Julie.Hunter@gov.ky	NA	
Hon. Joseph Hew	gtn@ppm.ky	NA	
Mrs. Pearlina McGaw-Lumsden	pearlinamlumsden@gmail.com	NA	
Mr. Kenneth Bryan	Kenneth.Bryan@parliament.ky	NA	
Hon. Juliana O'Connor-Connolly	Juliana-Oconnor@hotmail.com	NA	
Mr. Roy McTaggart	info@ppm.ky	NA	
Mr. Royston Tatum	sharone@ppm.ky	NA	
Mr. Dwayne Seymour	info.boddentowneast@gmail.com	NA	
Mr. Christopher Saunders	chrissaunders@hotmail.com	NA	

## Appendix B

## Protocol and Seating

**Protocol is a priority.** We are committed to providing a world class experience for our invited guests at all education events.

Invitations should be sent at least 2 weeks prior to the event. Persons should be recognised and seated in the order outlined below. There are times when persons show up to support an event who may not have had the opportunity to RSVP and there will need to be allowances made to accommodate them. It is suggested that persons be accommodated in a comfortable waiting area until the start of the event. An assigned staff member can then escort the waiting party in order of precedence to their seats moments before the start of the event.

You only recognise persons in attendance. It is recommended that a staff member who is acutely familiar with the persons listed below be assigned to identify persons when they arrive. It is suggested that you place a checkmark (☑) or highlight persons when they arrive to make it easier to identify the protocol list to be read at the beginning of the event.

**Read each person's full title, followed by their name, if they are in attendance.**

Full Title	Name
<input type="checkbox"/> The Governor	Her Excellency, Mrs. Jane Owen
<input type="checkbox"/> Premier and Minister for Financial Services and Commerce	Hon. André M. Ebanks
<input type="checkbox"/> The President of Court of Appeals of the Cayman Islands	Rt. Hon. Sir John Goldring
<input type="checkbox"/> The Chief Justice	Hon. Margaret Ramsay-Hale
<input type="checkbox"/> The Speaker of Parliament	Hon. D. Ezzard Miller
<input type="checkbox"/> The Deputy Governor and Head of the Civil Service	Hon. Franz Manderson
<input type="checkbox"/> Deputy Premier and Minister for Tourism & Trade Development	Hon. Gary Rutty
<input type="checkbox"/> The Minister for Finance & Economic Development, Education & Training	Hon. Rolston Anglin
<input type="checkbox"/> The Minister for Health, Environment & Sustainability	Hon. Katherine Ebanks-Wilks
<input type="checkbox"/> The Minister for Social Development & Innovation and Youth, Sports, Culture & Heritage	Hon. Isaac Rankine
<input type="checkbox"/> The Minister for Planning, Lands, Agriculture, Housing & Infrastructure	Hon. Johany "Jay" Ebanks
<input type="checkbox"/> The Minister for District Administration & Home Affairs	Hon. Nickolas DaCosta
<input type="checkbox"/> The Minister for Caymanian Employment & Immigration	Hon. Michael Myles
<input type="checkbox"/> The Attorney General	Hon. Samuel Bulgin
<input type="checkbox"/> Elected Member of Parliament & Parliamentary Secretary	Hon. Wayne Panton
<input type="checkbox"/> Elected Member of Parliament & Parliamentary Secretary	Ms. Heather Bodden
<input type="checkbox"/> Elected Member of Parliament & Parliamentary Secretary	Mrs. Julie Hunter
<input type="checkbox"/> Leader of the Opposition	Hon. Joseph X. Hew
<input type="checkbox"/> Deputy Speaker	Mrs. Pearlina McGaw-Lumsden
<input type="checkbox"/> Deputy Leader of the Opposition/Elected Member of Parliament	Mr. Kenneth V. Bryan
<input type="checkbox"/> Elected Member of Parliament	Hon. Juliana O'Connor-Connolly
<input type="checkbox"/> Elected Member of Parliament	Mr. Roy McTaggart
<input type="checkbox"/> Elected Member of Parliament	Mr. Royston (Roy) Tatum
<input type="checkbox"/> Elected Member of Parliament	Mr. Dwayne Seymour
<input type="checkbox"/> Elected Member of Parliament	Mr. Christopher Saunders
<input type="checkbox"/> Chief Officer for the Ministry of Education & Training	Ms. Cetonya Cacho
<input type="checkbox"/> Other Chief Officers ( <i>only if they are in attendance</i> )	CO placed in alphabetical order
<input type="checkbox"/> Deputy Chief Officer for the Ministry of Education & Training	Mr. Jerome McCoy
<input type="checkbox"/> Acting Deputy Chief Officer for the Ministry of Education & Training	Mr. Elroy Bryan-Watler
<input type="checkbox"/> Director of the Department of Education Services	Mr. Mark Ray

**Note:** Please observe the official Cayman Islands Order of Precedence List, available on [www.gov.ky](http://www.gov.ky) when invitations have been sent to the following: The President of Court of Appeals, Chief Justice, Justices of the Court of Appeal, National Heroes, Puisne Judges, Cabinet Secretary, Financial Secretary, Heads of Department and Honorary Consuls.

## Appendix C

### Selection of Proposed Local Music for Processionals at Primary School Leaving Ceremonies

Artist's Name	YouTube Link
The Swanky Kitchen Band	<a href="https://youtu.be/k4Kvgzy3npk?si=IRKs8FmyGrxXosjC">https://youtu.be/k4Kvgzy3npk?si=IRKs8FmyGrxXosjC</a>
	<a href="https://youtu.be/wuPyt5YgKtE?si=zrVzNMQY2gbUq1Ca">https://youtu.be/wuPyt5YgKtE?si=zrVzNMQY2gbUq1Ca</a>
	<a href="https://youtu.be/Vp3ktKWrk8o?si=03TNR_vj9CPcXdMH">https://youtu.be/Vp3ktKWrk8o?si=03TNR_vj9CPcXdMH</a>
Vashti	<a href="https://youtu.be/GEeWLCQ8-iQ?si=K_uVXx34V-vCbK_J">https://youtu.be/GEeWLCQ8-iQ?si=K_uVXx34V-vCbK_J</a>
Stuart Wilson	<a href="https://youtu.be/sVFZc-JOMZE?si=iuG_Mh7OMEjbZINE">https://youtu.be/sVFZc-JOMZE?si=iuG_Mh7OMEjbZINE</a>
J Nez	<a href="https://youtu.be/JL5d45wHeH0?si=V3RZDVtIBbUaG568">https://youtu.be/JL5d45wHeH0?si=V3RZDVtIBbUaG568</a>



**Ministry of  
Education & Training**  
Cayman Islands Government



**Department of  
Education Services**  
Cayman Islands Government

Government Administration Building, 133 Elgin Avenue, George Town  
Box 140  
Grand Cayman KY1-9000  
CAYMAN ISLANDS  
[moet@gov.ky](mailto:moet@gov.ky)

[www.gov.ky/education](http://www.gov.ky/education) | [schools.edu.ky](http://schools.edu.ky)