

**1. PURPOSE OF POLICY**

- 1.1 To recognise student contributions to the school on a regular basis during the school year and in formal presentation contexts through situations such as assemblies, newsletters and classroom awards
- 1.2 To reflect the value that the school and the community places on effort and achievement
- 1.3 To foster self esteem and promote participation and leadership in a wide range of activities within the school
- 1.4 To encourage students to do the best that they are capable of in curricula and co curricula activities
- 1.5 To formally acknowledge excellence achieved by students
- 1.6 To provide guidelines for the awards presented during the school year and at the annual awards presentations
- 1.7 To outline the principles for the giving of awards, the nature of the awards being presented and the processes for making decisions about the recipients of the awards

**2. PRINCIPLES AND NATURE OF AWARDS**

**General principles during the year:**

- 2.1 The main mechanisms for rewarding effort and achievement and providing positive feedback for students in their class work, extra curricula and other areas of school performance during the year will include:
  - The use of positive written comments on student work
  - The use of positive written achievements on student reports at the end of a semester
  - Verbal praise either to the student or to the student and parent at an interview
  - Verbal recognition of the student at a school assembly
  - Positive note in the student diary
  - A sticker or stamp on the work when it is handed back
- 2.2 Recipients of regular achievement, participation and leadership awards and certificates should be acknowledged at the earliest opportunity via assembly or newsletter if appropriate
- 2.3 For achievement and participation awards during the year the criteria are defined in 2.28 and 2.29 below and these are to be consistently applied

**General principles for end of year ceremonies:**

- 2.4 The annual awards presentations and learning celebrations are a very important part of the year's calendar for recognising student achievement and participation
- 2.5 Students are expected to attend the end of year award ceremonies
- 2.6 Members of the school community should be invited to attend end of year presentations
- 2.7 For each award and award category at the end of year award ceremonies the criteria are defined in 2.27 to 2.35 below and these are to be consistently applied
- 2.8 Awards in the various categories are not to be "split" between students
- 2.9 Where there are awards within a category, these should be of equal value for all recipients
- 2.10 Sponsorship of specific awards, in line with the school Fundraising Policy, will be welcomed and actively sought
- 2.11 Sponsors of particular awards will be given "naming rights" for the award and their contributions will be acknowledged in the awards programs
- 2.12 Sponsors of particular awards will be encouraged to attend the awards ceremonies to present the awards

- 2.13 The contribution of the sponsors will be acknowledged by the inclusion of an inscription on the inside cover of the book prize received
- 2.14 For years 7-12 each student will receive their end of year reports, certificate of participation and merit awards on stage at the end of year awards ceremonies
- 2.15 Students who have received a significant proportion of merit awards in the subjects attempted shall be listed in the awards ceremonies program as follows:
- Year seven – Merits for 75%-or more subjects undertaken in the semester
  - Year eight – Merits for 75% or more subjects undertaken in the semester
  - Years nine and ten – Merits for 75% or more units undertaken in the semester
  - Year eleven – Merits for 75% or more units

**Certificates and prizes:**

- 2.16 Where book prizes are specified, these will have an inscription in the front which includes: the school logo, a description of the prize, the name of the student receiving the prize, the sponsor or donor of the prize and the date of the award
- 2.17 The following awards shall be in the form of a book prize of equal value for all award categories, with an accompanying certificate
- Learning Area Awards
  - Dux Awards
  - Citizenship Awards
  - All Rounder Awards
  - VET Awards
- 2.18 The distinctions for the following awards will be in the form of a certificate:
- Academic Distinction Awards
  - Merit Awards
- 2.19 The sports awards will be in the form of a certificate
- 2.20 Each student will receive a certificate listing their participation and involvements for the year

**Specific Awards to be given at the end of each year:**

- 2.21 Awards to VCE students for academic achievement in the following categories: The Arts – Visual Arts, The Arts – Performing Arts, English, Health and Physical Education, Maths, Science, Humanities – History/Literature, LOTE, Technology, Commerce, Vocational Education and Training (VET) Information Technology, Vocational Education and Training (VET)
- 2.22 Awards for Academic Distinction to all students who achieve in the top 15% of any VCE unit three and four study. Students may receive a number of awards in this category.
- 2.23 Merit certificates for students in years seven to eleven. These awards will be made on the basis of sustained endeavour and continued personal improvement. A teacher may award a merit for a subject if a student:
- shows continuous improvement over the semester
  - achieves consistently high standards
  - shows effort to engage and do their personal best
- Students may receive a number of awards in this category
- 2.24 Dux awards for years eleven and twelve for the highest academic achievement in the particular year level
- 2.25 Sports awards for years five to twelve for students who excel at the particular sport, reaching state level competition or above

- 2.26 “All rounder” awards in years five to twelve to recognise students who have excelled and contributed in sports, academic studies, school leadership and who have been positive role models for other students
- 2.27 Citizenship awards to students in years five to twelve for students who demonstrate leadership, participation and contribution to the life of the school

**Award selection/nomination and award criteria – during the year:**

- 2.28 During the year, Achievement Awards will be awarded to students who:
- Produce work of an excellent standard,
- or
- Who devote a great deal of effort, time and energy to produce work that is the best that they are capable of
- 2.29 During the year, Participation Awards will be awarded to students who:
- Devote a great deal of effort, time and energy to organise a school activity for the benefit of the school or other students
  - Participate in wholehearted manner in a school activity

**Award selection/nomination and award criteria – end of year:**

- 2.30 Recipients of academic awards will be nominated by the appropriate Learning Area group or the appropriate subject teacher(s) and these will be based on the highest level of achievement in the particular subject(s)
- 2.31 Recipients of VET awards will be nominated by the VET coordinator and these will be based on the highest level of achievement across the certificates being offered
- 2.32 Recipients of academic excellence awards will be nominated by the year twelve coordinator on the basis of study scores achieved in VCE unit three and four subjects as follows: “Distinctions for Academic Excellence awards are made to students who achieve an average of an “A” standard in a VCE unit three and four study. This result would place the student in the top 15% in the State in that study. The VCE Coordinators compile the list of recipients for these awards, after reviewing the results obtained by students undertaking unit three and four studies in their VCE.”
- 2.33 Recipients of merit awards will be nominated by the class teachers of the different subjects/units taught in years seven to eleven. These will be based on the criteria as follows: “In order to be nominated for merits a student would need to be deemed by their teacher to have met both of these criteria: the student demonstrates a sustained endeavour in the development of knowledge, skills and abilities relevant to their course and the student shows significant personal improvement in the standard of their work or by maintaining an already high standard of work.”
- 2.34 The recipient of the dux award for year twelve will be decided by the year twelve coordinator on the basis of the highest National Rating score achieved
- 2.35 The recipient of the dux award for year eleven will be nominated by the year eleven coordinator on the basis of the highest graded assessment task scores achieved
- 2.36 Recipients of the sports awards will be decided by the sports coordinators on the basis of school sporting achievements at state level or above
- 2.37 The following criteria and citation will apply to Citizenship Awards: This award is made to a student who shows the following attributes:
- Involvement in positive extra curricular activities, particularly those involving others
  - Shows responsibility toward the school and wider community.
  - Is prepared to accept positions requiring leadership skills

- 2.38 The following criteria and citation will apply to All Rounder Awards: The All Rounder Award is awarded to a student who meets the following criteria:
- Represented the school in sports
  - Scholastic achievement and effort
  - Participated in school activities such as civic affairs, debating school magazine etc.
  - Has excellent conduct and sets an example to other students
  - Willingly assists others in the school and makes selfless contributions to the school and its community. Participates in many activities and displays a commitment to do his/her best
  - Leads by example and is a role model

### **3. HOW THIS POLICY WILL BE PUT INTO PRACTICE**

#### **During the school year:**

- 3.1 Achievement, Participation and Leadership awards will be presented on a regular basis at school assemblies
- 3.2 Where appropriate, names and details of awards and achievements will be published in the school newsletter and forwarded to the local newspaper(s) for press coverage and wider community acknowledgment
- 3.3 A database using the RISC program will be used to record details of student involvement and success. This program will generate certificates to present to students.

#### **End of year awards ceremonies:**

- 3.4 At the end of each school year there shall be a presentation ceremony for each sub school
- 3.5 A special meeting open to all year five to twelve teachers will be convened by the Assistant Principals where the nominations for the citizenship awards will be tabled and discussed. A vote will be taken to decide the recipients of the all rounder and citizenship awards
- 3.6 A citation for each citizenship and all rounder award will be prepared by the appropriate year level coordinator. The citation will be published in the awards ceremonies programs and a copy will be given to the student for his/her resume
- 3.7 There will be an annual briefing of students at subschool assemblies to describe the awards that will be presented at the end of the year, the criteria for these awards, the methods used to decide the awards and the prizes that will be awarded
- 3.8 There will be an annual briefing of parents and the school community via the school newsletter to describe the awards that will be presented at the end of the year, the criteria for these awards, the methods used to decide the awards and the prizes that will be awarded
- 3.9 The attached schedule lists the awards that are to be presented, the eligible year level(s), the number of recipients and which person or group is responsible for making the award decision

**END OF YEAR AWARD SCHEDULE**

**ACADEMIC**

<b>AWARD CATEGORY</b>	<b>ELIGIBLE YEAR LEVEL(S)</b>	<b>NUMBER OF RECIPIENTS</b>	<b>AWARD DECIDED BY</b>
Arts – Visual Arts	VCE	1	Arts LA
Arts – Performing Arts	VCE	1	Arts LA
English	VCE	1	VCE 3/4 English Teachers
Health and Physical Education	VCE	1	Health and Physical Education LA
Mathematics	VCE	1	VCE 3/4 Maths Teachers
Science	VCE	1	Science LA
History/Literature	VCE	1	SOSE and English LAs
LOTE	VCE	1	VCE 3/4 LOTE Teacher
Commerce	VCE	1	VCE 3/4 SOSE Teacher
VET	VCE	2	VET Coordinator
VET IT	VCE	2	VET IT Teacher
VCE Academic Excellence	VCE Units3/4	No limit	VCE Coordinators
Merit Certificates	Years 7-11	No limit	Subject Teachers
Dux of Year 12	Year 12	1	Year Level Coordinator
Dux of Year 11	Year 11	1	Year Level Coordinator

**SPORTING**

<b>AWARD CATEGORY</b>	<b>ELIGIBLE YEAR LEVEL(S)</b>	<b>NUMBER OF RECIPIENTS</b>	<b>AWARD DECIDED BY</b>
Sports Awards	Years 5-12	No Limit	Sports Coordinators

**CITIZENSHIP**

<b>AWARD CATEGORY</b>	<b>ELIGIBLE YEAR LEVEL(S)</b>	<b>NUMBER OF RECIPIENTS</b>	<b>AWARD DECIDED BY</b>
Citizenship Award	Year 12	1	Panel of 9-12 Staff
Citizenship Award	Year 11	1	Panel of 9-12 Staff
Citizenship Award	Year 10	1	Panel of 9-12 Staff
Citizenship Award	Year 9	1	Panel of 9-12 Staff
Citizenship Award	Year 8	1	Panel of 5-8 staff
Citizenship Award	Year 7	1	Panel of 5-8 staff
Citizenship Award	Year 6	1	Panel of 5-8 staff
Citizenship Award	Year 5	1	Panel of 5-8 staff

**Timboon P-12 School  
Student Recognition**

**POLICY**

**ALL ROUND PERFORMANCE**

<b>AWARD CATEGORY</b>	<b>ELIGIBLE YEAR LEVEL(S)</b>	<b>NUMBER OF RECIPIENTS</b>	<b>AWARD DECIDED BY</b>
Year 12 All Rounder	Year 12	1 male	Panel of 9-12 Staff
Year 12 All Rounder	Year 12	1 female	Panel of 9-12 Staff
Year 11 All Rounder	Year 11	1 male	Panel of 9-12 Staff
Year 11 All Rounder	Year 11	1 female	Panel of 9-12 Staff
Year 10 All Rounder	Year 10	1 male	Panel of 9-12 Staff
Year 10 All Rounder	Year 10	1 female	Panel of 9-12 Staff
Year 9 All Rounder	Year 9	1 male	Panel of 9-12 Staff
Year 9 All Rounder	Year 9	1 female	Panel of 9-12 Staff
Year 8 All Rounder	Year 8	1 male	Panel of 5-8 staff
Year 8 All Rounder	Year 8	1 female	Panel of 5-8 staff
Year 7 All Rounder	Year 7	1 male	Panel of 5-8 staff
Year 7 All Rounder	Year 7	1 female	Panel of 5-8 staff
Year 6 All Rounder	Year 6	1 male	Panel of 5-8 staff
Year 6 All Rounder	Year 6	1 female	Panel of 5-8 staff
Year 5 All Rounder	Year 5	1 male	Panel of 5-8 staff
Year 5 All Rounder	Year 5	1 female	Panel of 5-8 staff

**AT P-6 LEVEL**

**A Celebration of Learning Assembly will be held in the final week of school**