**STUDENT AWARDS & RECOGNITION**

**STANDARD OPERATING PROCEDURE**

***Rationale:***

The Student Awards & Recognition Policy reflects the school’s endeavours to recognise and reward students’ efforts and achievements in all areas of St James Primary.

This Policy offers a framework that aims to recognise and celebrate students’ commitment to all aspects of school life and the development of the whole person, thus empowering all to ‘have life to the full.’ (John 10:10)

***scriptural content:***

*“Being confident of this, that who began a good work in you will carry it on to completion*

*until the day of Christ Jesus.”*

Philippians 1:6

***Policy Statement:***

The main aim of the Student Awards & Recognition Policy is to ensure that students’ attendance, efforts, ability and achievements are both recognised and rewarded.

***POLICY GUIDELINES:***

**Positive Behaviours in Schools (PBS) Yard Awards (Whole School):**

1. Students will be encouraged to uphold three universals in the Yard (and classroom):
   1. Be Safe;
   2. Be Respectful;
   3. Be a Learner.
2. Staff will recognise at least 3 students during each Yard Duty who are upholding the universals; they will award the individual students with a ‘Be a Learner’ or ‘Be Respectful’ or ‘Be Safe’ sticker.
3. At the end of the play period, the sticker will entitle the student to a gem and a canteen raffle ticket from the class Educator.
   1. Raffle tickets are placed in classroom raffle container; the weekly tickets are delivered to the school office by Friday afternoon. The whole school raffle is drawn each week at Flag Raising (3 winners per week).
   2. The student places the ‘gem’ in the class jar; the class jar is delivered to assembly and emptied into the whole school jar each week. When the whole school jar is full the entire school will receive a whole school reward that will be determined by staff at each eligible point (e.g.: Mufti Dress Day).
4. Once the whole school jar is full, the process repeats.
5. The full PBS framework is outlined in the staff handbook.

**Kindergarten Classroom Awards:**

1. Students in Kindergarten will receive a ‘Star of the Week’ award from their Educators, which is awarded at the weekly Assembly.
2. Up to 4 Awards will be presented each week.
3. Educators will log the information on the Awards Google Document and inform office of award recipients; parents will be notified via the Grade letter.
4. All Kindergarten students will receive at least two awards throughout the year.

**Year 1 – Year 2 Classroom Awards:**

1. Students in Years 1 & 2 will receive a ‘Be a Learner’ or ‘Be Respectful’ or ‘Be Safe’ award from their Educators, which is awarded at the weekly Assembly.
2. Up to 8 Awards will be presented each week (4 from each Grade).
3. Educators will log the information on the Awards Google Document and inform office of award recipients; parents will be notified via the Grade letter.
4. All Years 1 & 2 students will receive at least two awards throughout the year.

**Year 3 - Year 6 Classroom Awards:**

1. Students in Years 3 - 6 will receive a ‘Be a Learner’ or ‘Be Respectful’ or ‘Be Safe’ award from their Educators, which is awarded at the weekly Assembly.
2. Up to 12 Awards will be presented each week (2-3 from each Grade).
3. Educators will log the information on the Awards Google Document and inform office of award recipients; parents will be notified via the Grade letter.
4. All students will receive at least 1 award throughout the year. Educators will use their judgement and discretion to determine the number of subsequent awards received by individual students each year.
5. After receiving 3 Awards (of either ‘Be a Learner’ or ‘Be Respectful’ or ‘Be Safe’) the student will then be awarded the Bronze Head, Heart & Hands Award and their Bronze badge, at the time of receiving their 3rd award.
6. After receiving another 3 Awards (of either ‘Be a Learner’ or ‘Be Respectful’ or ‘Be Safe’) the student will then be awarded the Silver Head, Heart & Hands Award and their Silver badge, at the time of receiving their 3rd award.
7. After receiving another 3 Awards (of either ‘Be a Learner’ or ‘Be Respectful’ or ‘Be Safe’) the student will then be awarded the Gold Head, Heart & Hands Award and their Gold badge, at the time of receiving their 3rd award.
8. After receiving another 10 Awards (of either ‘Be a Learner’ or ‘Be Respectful’ or ‘Be Safe’) the student will then be awarded the Spirit of St James Medallion.
9. Records will be kept by the Grade Educators in the Awards and Recognition Google Sheet.

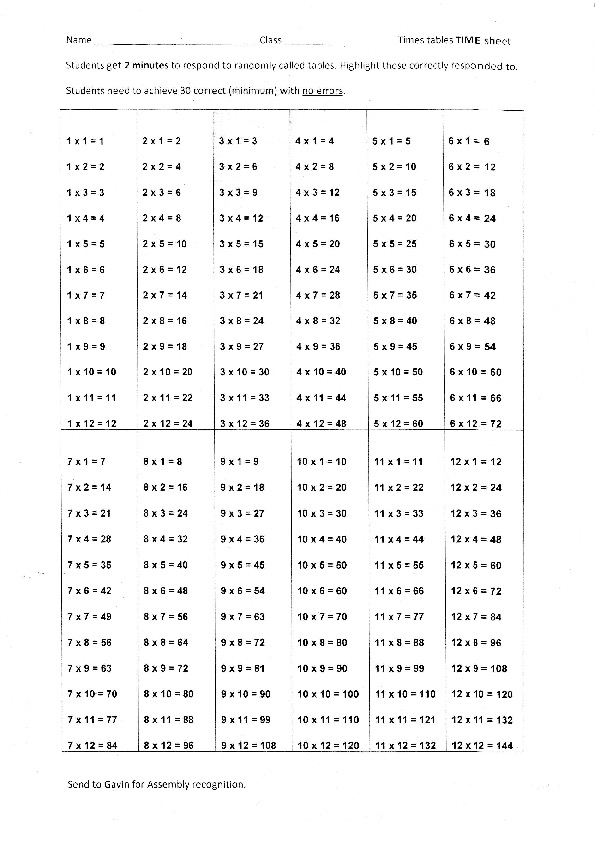
**Classroom Awards (Other):**

1. Students are eligible to receive the multiplication facts medallion at any stage of learning upon satisfying the multiplication assessment. (Appendix A).
2. Upon satisfactory completion of the multiplication facts assessment the classroom Educator will organise the award by writing the student’s name in the awards spreadsheet. (Administration will organise the medallion and contact parents.)
3. Educators may give raffle tickets to individual students in class at the Educator’s discretion.
4. Other awards (e.g.: Sport) will be awarded to students from time-to-time.

**Drafted: 2018**

**Review: 2022**

Appendix A (Multiplication Assessment Chart):

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