



Kincumber Public School Policy Annual Presentation Evening

Key Accountability: Educational Programs

Departmental Policy References: *none applicable.*

Next Review date: *Term 4 2023*

Purpose

The aim of this document is to communicate to the school community how the school manages the selection of award recipients at the annual presentation ceremony and to list the awards presented.

Rationale

Kincumber Public School wants to acknowledge student excellence and effort across a range of academic, cultural, sporting, social/emotional and leadership domains. The annual presentation ceremony, held at the end of the school year, usually in the evening, provides a formal opportunity for this to occur.

The principles of this policy include that:

Teaching professionals are well-aware of the effort that students make at school across a range of curriculum and extra-curriculum areas. The presentation evening is an opportunity to recognise excellence and extraordinary effort, therefore it is not intended that all students will be acknowledged at this special event. All school staff have an opportunity to provide input into the selection of award recipients.

In addition to the specific selection criteria outlined for each award, all recipients must have been enrolled at Kincumber Public School for a minimum of one semester, meet the school's expectations of being a Safe, Respectful Learner and have final approval from the principal.

Policy Implementation

At Kincumber Public School you can expect we will:

1. Use a range school and non-school based data to assess academic achievement.
2. Consult with all school staff to determine recipients of major awards.

The **school** is expected to:

- Set aside a date in the second last full week of term four on a Thursday evening to hold the presentation in the school hall.
- Form a committee to organise the program, trophies, banners, badges, certificates, guests, invitations etc.

Teachers are expected to:

- Notify families of the awards to be received but not the award title via portal notification.
- Participate actively in the consultation process to select award recipients.



- Disclose any perceived conflicts of interest to the principal.
- Keep results confidential.
- Record awards on the school database (Sentral).
- Present awards on the evening.

Parents and students invited to the presentation are expected to:

- Arrive early and be seated so that we can start promptly.
- Remain in the hall until the conclusion of the presentation (about 1 ½ hours).
- Show appreciation by applause; cheering is inappropriate.
- Hold applause, when requested, until after all recipients for class awards have been presented.
- Silence mobile phones, watches, alarms etc.
- Try to be seated near the aisle if you intend to take photos, so you don't obscure others' vision leaving your seat.
- Refrain from posting photos on social media that include other children or school staff to maintain privacy.
- Students attending should be in full school uniform. If this may be a problem, please contact us so we can assist you in meeting this expectation.
- Dress appropriately for a formal school event. Thongs and beachwear are not appropriate attire for the audience, including younger siblings.
- Drinking plain water in the school hall is acceptable but other food and drink is not to be consumed inside.
- Please follow the directions of school staff in the event of any emergency or disruption,
- Manage the behaviour of siblings in the audience who are not receiving awards. School staff will step in to reaffirm expectations if unacceptable behaviour disrupts others' enjoyment.
- Utilise the space outside the hall for parking strollers.

List of awards, descriptions and criteria for selection

1. Class awards K – 6

Each mainstream class has four prescribed awards to be presented.

Of the four awards that are presented to each class; one award is for the highest achieving student in academic work in the class, regardless of year/grade. The data used to inform this selection is made available to the principal.

The second is for a student who has demonstrated the highest level of application to academic work. The third is for a student who has demonstrated to the highest degree, the qualities that a person is expected to have as a responsible class member. The fourth is for a student who has demonstrated excellent percentage attendance or attendance improvement eg whole days, partials, lateness etc.



Each support class may award any two of the three prescribed awards – Learning, Effort or Citizenship and an Attendance award; a total of three.

A certificate is awarded with the citation read aloud *Outstanding Achievement in Learning, Effort, Citizenship or Attendance* with other awards at the class teacher's discretion. Only the four prescribed awards may have this wording.

The Year 6 Dux of the School also is awarded the class "Learning" award, except in the case where a non-Year 6 (e.g. Year 5) student in the class academically outperforms the Dux.

In addition to the first three prescribed class awards, mainstream teachers may present up to three discretionary awards so that the total number of awards does not exceed 20% of the total class enrolment (rounded down). The attendance award is in addition to this formula.

With the exception of the *Outstanding Achievement in Learning* award, gender-balance is a consideration but it is not intended to limit student selection. Teachers also use advice about previous award winners when nominating students for discretionary awards but this is also not intended to limit student selection.

2. Major awards – Academic, Citizenship, Cultural and Sporting

With the exception of *Dux of the School and Sportsperson of the Year*, teachers and non-teaching staff can nominate students for these awards. School staff provide a supporting statement to nominate students who meet the criteria. Nominations are considered by the school executive and one student is selected through consultation with school staff and final endorsement of the principal. Priority for selection is given to Stage 3 students.

Dux of the School

Awarded to the highest-ranking student in academic achievement in Year 6. Stage 3 teachers determine this student from a range of school-based and external assessment data. The student is presented with a small trophy to keep and the perpetual trophy with his/her name engraved on it and name on the honour board.

School Citizenship Award

Kincumber Public School recognises students who demonstrate the qualities that a person is expected to have as a responsible member of a community. The award is for one student who may be in a school leadership position who demonstrates these qualities to a high degree. The student is presented with a small trophy to keep and the perpetual trophy with his/her name engraved on it and name on the honour board under *Citizenship*.



Col Murray Memorial Music Award – Performing Arts

Former teacher, Mr Col Murray, who passed away after a short illness, loved music and playing the guitar. He often accompanied the choir. The award may be for one student who has demonstrated high levels of participation and/or excels in one or many areas of **music** at school. The student is presented with a small trophy to keep and the perpetual trophy with his/her name engraved on it and name on the honour board under Performing Arts.

Cultural Achievement Award

Former teacher, Mrs Adele Dye, instituted the award. Mrs Dye was very involved in running music programs at KPS and encouraging a love of the creative and performing arts in all her students. This award may be for one student who has demonstrated high levels of participation and/or excels in one or many of the creative and performing arts at school. The student is presented with a small trophy to keep and the perpetual trophy with his/her name engraved on it and name on the honour board under Culture.

**The Arts include Dance, Drama, Music, Visual Arts including Media, Public Speaking and Debating.*

Kincumber Rotary Club Community Service Award

Kincumber Rotary present this award for one student who has demonstrated high levels of participation and/or excels in one or many areas of community service at school. The student is presented with a small trophy to keep and the perpetual trophy with his/her name engraved on it.

Helena Brunner Encouragement Award

The award is dedicated to a former teacher of Kincumber Public School who represented Australia at the Paralympics. Miss Brunner believed that anyone could achieve their dreams as long as they believed in themselves and thought positively to create a successful future. This award is for a student who demonstrates, to a high degree, an ability to persist despite some personal adversity. The student is presented with a small trophy to keep and the perpetual trophy with his/her name engraved on it.

Lyn Hughes Friendship Award

The Lyn Hughes Friendship award honours a much-loved former teacher and Deputy Principal of Kincumber Public School. The award may be for one student who consistently demonstrates friendliness, empathy and care for others, an ability to model and use good conflict resolution skills and encourage others. The student is presented with a small trophy to keep and the perpetual trophy with his/her name engraved on it.



Carole Rowley Safe, Respectful Learner Award

This award is dedicated to Carole Rowley who was a much-loved and long-standing member of the staff at KPS. She had a smile that made your day and gave exceptional service to the students, staff and community in her dual roles as a teaching assistant and an administration officer. Mrs Rowley was kind, thoughtful and inclusive and being in her presence guaranteed a feeling of positivity, safety and reassurance. She displayed respect and integrity at all times and embodied the belief that you don't have to change the world, you can make it better for one person every day.

It is presented to a student who has consistently demonstrated the school's expectations of being a Safe, respectful Learner and who meets the criteria for the NSW Premier's Respect Award. This award is to recognise a student who stands out for their commitment to respectful behaviour, inclusiveness and community-mindedness and who demonstrates all the qualities that Carole embodied.

It is not intended as further recognition for the school's Citizenship, Friendship or Community Service Award or mirror any existing school award.

The student is presented with a small medal to keep, and their name submitted for the annual NSW Premier's Respect Award.

You Can Do It Award

You Can Do It acknowledges that students are likely to be successful when they are confident, persistent, organised, resilient and able to get along with others. This award acknowledges Year 6 students who best model the "You Can Do It" attitude. Up to six students are presented with a small medal to keep.

Gold Key Award

The Gold Key award is being developed in Term 1 2023.

Attendance Award

The attendance award is presented to a Year 6 student with the highest average percentage attendance from kindergarten to Year 6. Data to determine eligible students may come from a range of sources, particularly in the case of students who have not attended Kincumber PS from K – 6. Eligible students are presented with a certificate.

Additional awards

When necessary, additional awards will be presented on presentation night. This may include, but is not limited to, Platinum Certificates for the Premier's Reading Challenge.



3. Sports Awards

Sportsperson of the Year Award

This award is presented to the boy and girl aged 8 or over who have the highest cumulative representation over the course of a school year in NSW Primary Schools Sports Association competitions including carnivals, individual and team sports and knockout sports.

These awards are given based on accumulated points for each level of representation.

- State Representation - 10 points (i.e. representing NSW State at National)
- Regional Representation (Sydney North) – 5 points (i.e. representing Sydney North Region at NSW State)
- Zone Representation (Southern Central Coast) – 3 points.(i.e. representing SCPSSA Zone at Sydney North Region)
- School Representation – 1 point for each carnival or knockout team. (i.e. representing KPS at SCPSSA Zone or selected in a knockout team)

The student is presented with a small trophy to keep and the perpetual trophy with his/her name engraved on it and name on the honour board.

Jon Elbra Sports House Award

The award is dedicated to a former teacher at Kincumber Public School who committed much of his time to organising and promoting a wide range of sporting activities at our school. This award is given to the sports house that accumulates the greatest number of house points throughout the year. The house is presented with a perpetual trophy with the winning house name engraved on it.

Sportsmanship

This award is presented to a boy or girl who meets the criteria of the NSW Premier's Sporting Challenge Medal. The award is intended to acknowledge excellence and achievement of one student in each school in school sport for their outstanding:

- Commitment to fair play;
- Achievement in their sporting discipline as a participant / trainer / assistant / sports leader; and
- Overall contribution to their school's weekly sporting program.

It is not intended as further recognition for a school's sports star or mirror an existing Sportsperson of the Year Award.

The student is presented with the NSW PSC Medal to keep and the perpetual trophy with his/her name engraved on it and name on the honour board.

Sporting Blues



These awards are presented to any student who has represented the Sydney North Region at a State NSWPSA carnival or event, either team or individual.

4. Student Leadership

School leaders are selected from Year 5 students who meet the following criteria are eligible to be considered for the student leadership team.

- Minimum of 90% attendance for the year
- Has been assessed in the current year in the *You Can Do It!* Curriculum as "Established" across the *5 Keys to Success*.
- Meet the school's behaviour standards of below 6 minor and below 2 major incidents during Year 5.

Students who successfully progress through the leadership selection process of written application, interview, public speaking and voting will be considered for the leadership team. With final endorsement from the principal, the highest-ranking boy and girl are declared school captains and up to six applicants are declared school leaders.

School house and vice captains are elected at house meetings in the week preceding the swimming carnival and badges are awarded at a primary assembly. Girl and boy house captains and vice captains are selected from Year 6 nominees.

Complaints Procedures

Parents with complaints regarding implementation of the procedures set down in this document should discuss their concerns with the organising Assistant Principal in the first instance, although award decisions made by the school are final.

Other implementation advice

Conflicts of Interest

To proactively manage any conflicts of interest and to avoid breaches of the NSW DoE Code of Conduct, any staff member who has a family member/friend attending Kincumber Public School and who is eligible for an award disclose a perceived conflict of interest to the principal and is prepared to have their nominations made public.

Perpetual Trophies

These trophies are on display in the school foyer throughout the year and remain the property of the school. After presentation, students may take the perpetual trophy home for the night and return it the next morning.

Honour Board. The honour board is updated the morning after presentation and the school administration manager coordinates this.