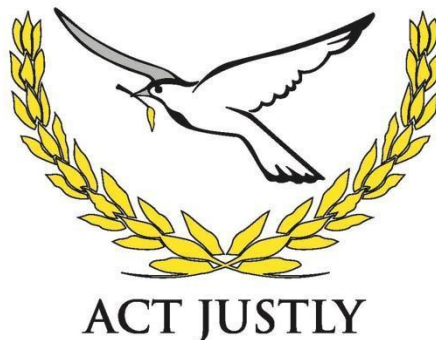


ST COLUMBA'S CATHOLIC COLLEGE



STUDENT AWARDS POLICY

Other Related Documents:

- Staff Handbook
- Student Management Policy

CONTACT PERSON

Principal	- Mr Phillip Scollard
Assistant Principals	- Mr Ross Gawthorne / Ms Carol Muscat
Head of Wellbeing	- Mrs Tracy Mulhall

DATE OF PUBLICATION

May 2014

STATUS

Working Document

DATE TO BE REVIEWED

December 2022

LAST REVIEWED

December 2021

RATIONALE

When a student's behaviour is positive, and thereby improves the climate of the College, the school should recognise this and encourage continued co-operation. This can be achieved through student awards.

These are significant awards and are open to all the students of St Columba's Catholic College, recognising student participation, initiative and achievement both within and beyond the classroom.

The student award scheme is a four-tiered scheme that incorporates elements of in-class, College community and wider community activities. The scheme is progressive, with the degree of difficulty increasing with each level of award. It is student-initiated, with specific goals negotiated between the student and the Leader of Wellbeing. It is based on Merit Awards.

Only students who have attained a St Columba's Catholic College Silver Award can hold a Student Leadership Position in the College.

1.0 CERTIFICATE CRITERIA

1.1 Merit Awards

All staff members are able to award these awards for:

- courtesy and manners
- attendance
- correct uniform
- co-operation and participation beyond that normally expected of a given student.
- punctuality to school.
- acceptable playground behaviour, etc
- book work
- learning preparation
- attention in class
- punctuality to class
- active participation in class
- assignment work
- assessment/examination results

All students are eligible for Merits and it is anticipated they will earn them regularly.

Merits are issued electronically via Compass.

Teachers should look for opportunities during every lesson to award merits.

Teachers should aim to award merits across their entire class group over the course of the year.

1.2 St Columba Bronze Award

To be awarded a Bronze Award students must achieve ten **(10) Merit Awards**. Students must earn this award at least five times before they can progress to the St Columba's Silver Award.

This award is co-ordinated by the Administration Staff and upon satisfactory completion of the award students will:

- receive a certificate and recognition at a Year Assembly.
- have their achievement mentioned by the Leader of Wellbeing at a Year Assembly.

1.3 St Columba Silver Award

Students seeking this award must set and achieve goals related to academic achievement and College community service over a minimum period of **10 weeks or a term**. They must have earned a minimum of five Bronze Awards. The award application form details specific guidelines.

This award is co-ordinated by the Leader of Wellbeing. All staff are surveyed via email and asked to consider the suitability of the applicant with regard to:

- Attitude and completion of work to a satisfactory level**
- Attitude to teachers and other students**
- Punctuality**
- Upholding the College mission to *Act Justly***

Upon satisfactory completion of the award, students will:

- have a certificate presented by the Principal.
- have a letter sent home, notifying parents of their achievement.
- be mentioned in the College Newsletter.

1.4 St Columba Gold Award

Students seeking this award must set and achieve goals related to academic achievement, College community service and wider community service over a minimum period of **two terms**.

The award application form details specific guidelines. Students may earn more than one Gold Award. Should a student choose to attempt another Gold Award, it is appropriate that different goals be set.

This award is co-ordinated by the Leader of Wellbeing. All staff are surveyed via email and asked to consider the suitability of the applicant with regard to:

- **Attitude and completion of work to a satisfactory level**
- **Attitude to teachers and other students**
- **Punctuality**
- **Upholding the College mission to *Act Justly***

Upon satisfactory completion of the award, students will:

- have a certificate presented by the Principal.
- have a letter sent home, notifying parents of their achievement.
- be mentioned in the College Newsletter.
- be inducted into the Student College Leadership Team
- mentor Silver students

1.5 St Columba Platinum Award

Students seeking this award must set and achieve goals related to academic achievement, College community service and wider community service over a period of **1 year (four terms)**, comprising:

- one term of College Community service – tutoring junior students,
- one term of College Community service – grounds maintenance,
- Two term of wider Community service

The award application form details specific guidelines. Students may only gain one Platinum Award.

This award is co-ordinated by the Head of Wellbeing. All staff are surveyed via email and asked to consider the suitability of the applicant with regard to:

- Attitude and completion of work to a satisfactory level**
- Attitude to teachers and other students**
- Punctuality**
- Upholding the College mission to *Act Justly***

Upon satisfactory completion of the award, students:

- **must** present their application to the College Executive Leadership team for approval and will:
- have a commemorative pen and medal presented by the Principal.
- have a letter sent home, notifying parents of their achievement.
- be mentioned in the College Newsletter.
- be appointed to the Student College Leadership team

ST COLUMBA'S
CATHOLIC COLLEGE



St Columba's Catholic College

APPLICATION FOR ST COLUMBA'S SILVER AWARD

Name:

Homeroom:

Date of Application

Proposed date for completion

Goals must be set in each of the following areas in consultation with your Leader of Wellbeing. Refer to the guidelines on the back of this sheet for further detail. Attach additional pages to this application if necessary.

ACADEMIC ACHIEVEMENT:

COLLEGE COMMUNITY SERVICE:

COLLEGE COMMUNITY SERVICE SUPERVISOR'S AGREEMENT. (To be completed by the supervisor)

Name: _____

I agree to supervise _____'s College community service activities as outlined on this form.

Signature of Teacher: _____ Date: _____

STUDENT'S CERTIFICATION (To be completed when goals have been met.)

Having completed my negotiated goals and obtained satisfactory reports from my supervisor. I now wish to apply for the St Columba's Catholic College Silver Award.

Student's Signature: _____ Date: _____

Leader of Wellbeing'S RECORD

Attendance.	
Punctuality.	
Report from Mentor received.	
Academic achievement goals met.	
Report from School Community Service supervisor recorded.	
School Community service goals met.	
Award approved.	
Date of Award.	

GUIDELINES FOR A ST COLUMBA'S SILVER AWARD

- **Academic achievement** and **College Community Service** goals are to be negotiated by the student and his/her Leader of Wellbeing. Goals should demonstrate levels of achievement beyond what is normally expected of a student at St Columba's Catholic College and should be appropriate to the student's own skills, abilities and interests.
- **Academic achievement** incorporates all elements of in-class activity and includes academic progress, homework, co-operation, behaviour and participation in across KLA activities.
- **The Leader of Wellbeing supervises a student's academic achievements and goal/s.**
- **College Community Service** refers to those activities, which are part of school life but take place outside the academic curriculum. Goal/s must be stated in specific terms and must refer to the tasks to be undertaken.
- A member of staff must be nominated to supervise the student's progress with respect to College community service. The supervisor must fill in the appropriate section of the student's application form and must submit a report to the Leader of Wellbeing on the student's achievements.
- A St Columba's Silver Award is earned over a minimum of one term, or significant specific time frames should be negotiated.

SILVER AWARD PROGRESS RECORD

STUDENT NAME:	CLASS:	TEACHER/MENTOR:
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COLLEGE COMMUNITY SERVICE:	DATE COMPLETED:	SUPERVISOR SIGNATURE
1)		
2)		
3)		
4)		
5)		

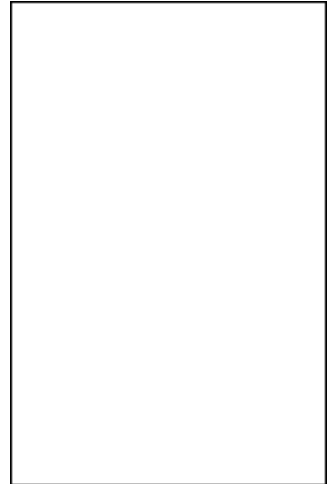
ACADEMIC GOALS	DATE COMPLETED:	SUPERVISOR SIGNATURE
1)		
2)		
3)		
4)		

Student Name:

Award being presented: Silver

Year:

Mentor:



60 Seconds with

Leadership Positions held at the College

Favourite thing about St Columba's

Involvement in the St Columba's Community

Academic Goals for the Award

Community Service Goals for the Award

Career Aspirations

Silver Award speech to staff – Outline

Good Morning staff, my name is _____ and I am in year _____

My teacher mentor is _____

I have been recommended for my silver award because I am:

My academic goals are:

My community service goals are:

Thank you for your support.

ST COLUMBA'S
CATHOLIC COLLEGE



St Columba's Catholic College

APPLICATION FOR ST COLUMBA'S GOLD AWARD

Name:

Homeroom:

Date of Application

Proposed date for completion

Goals must be set in each of the following areas in consultation with your Leader of Wellbeing and chosen supervisors. Refer to the guidelines on the back of this sheet for further detail. Attach additional pages to this application if necessary.

ACADEMIC ACHIEVEMENT:

COLLEGE COMMUNITY SERVICE:

COLLEGE COMMUNITY SERVICE SUPERVISOR'S AGREEMENT (To be completed by the supervisor.)

Name: _____

I agree to supervise _____'s College Community Service activities as outlined on this form.

Signature of Teacher: _____ Date: _____

EXTERNAL COMMUNITY SERVICE:

EXTERNAL COMMUNITY SERVICE SUPERVISOR'S AGREEMENT (To be completed by supervisor)

Name: _____ Phone Number: _____

Qualifications to supervise award:

I agree to supervise _____'s External Community Service activities as outlined on this form.

Signature of Supervisor: _____ Date: _____

STUDENT'S CERTIFICATION (To be completed when goals have been met.)

Having completed my negotiated goals and obtained satisfactory reports from my supervisors. I now wish to apply for the St Columba's Catholic College Gold Award – Leadership Certificate.

Student's Signature: _____ Date: _____

Leader of Wellbeing'S RECORD

Attendance.	
Punctuality.	
Report from Mentor received.	
Academic achievement goals met.	
Report from College Community service supervisor recorded.	
College Community service goals met.	
Award approved.	
Report from External Community service supervisor received.	
Wider Community Service goals met.	
Date of Award.	

GUIDELINES FOR A ST COLUMBA'S GOLD AWARD

- **Academic achievement** and **College Community Service** goals are to be negotiated by the student and his/her Leader of Wellbeing. Goals should demonstrate levels of achievement beyond what is normally expected of a student at St Columba's Catholic College and should be appropriate to the student's own skills, abilities and interests.
- **Academic achievement** incorporates all elements of in-class activity and includes academic progress, homework, co-operation, behaviour and participation in across KLA activities. First, Second and Third place certificates in College examinations are also included.
- **The Leader of Wellbeing supervises a student's academic achievements goal/s.** The LOW will submit a report to the Assistant Principal on the student's achievements.

College Community service refers to those activities, which are part of college life but take place outside the academic curriculum. Goal/s must be stated in specific terms and must refer to the tasks to be undertaken.

- A member of staff must be nominated to supervise the student's progress with respect to school community service. The supervisor must fill in the appropriate section of the student's application form and must submit a report to the Leader of Wellbeing on the student's achievements.

External Community service refers to activities outside the college. Goal/s set in this sphere should demonstrate the student's leadership skills and commitment overtime to an activity, which exhibits a positive community attitude. Examples of appropriate community service goals include activities related to coaching a junior sporting team, assistance in youth or church organisations, volunteer work in a community organisation, charity fund-raising, various roles in local musical or dramatic societies.

- A community member with appropriate qualifications or experience, and Working with Children authorisation must be nominated to supervise the completion of this goal. The supervisor must fill in the appropriate section of the student's application form and must submit a report to the Leader of Wellbeing on the student's achievements.
- A St Columba's Gold Award is earned over a minimum of two terms, or specific time frames should be negotiated.

GOLD AWARD PROGRESS RECORD

Date of Award	
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STUDENT NAME:	CLASS:	TEACHER/MENTOR:
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COLLEGE (INTERNAL) COMMUNITY SERVICE:	DATE COMPLETED:	SUPERVISOR SIGNATURE
1)		
2)		
3)		
4)		

ACADEMIC GOALS	DATE COMPLETED:	SUPERVISOR SIGNATURE
1)		
2)		
3)		
4)		

EXTERNAL COMMUNITY SERVICE:	DATE COMPLETED:	SUPERVISOR SIGNATURE
1)		
2)		

Gold/Platinum Award speech to staff – Outline

Good Morning staff, my name is and I am in year

My teacher mentor is

I have been recommended for my Gold award because I am:

My academic goals are:

My internal community service goals are:

My external community service goals are:

Thank you for your support.

ST COLUMBA'S
CATHOLIC COLLEGE



St Columba's Catholic College

APPLICATION FOR ST COLUMBA'S PLATINUM AWARD

Name:

Homeroom:

Date of Application

Proposed date for completion

Goals must be set in each of the following areas in consultation with your Leader of Wellbeing and the Head of Wellbeing. Refer to the guidelines on the back of this sheet for further detail. Attach additional pages to this application if necessary.

ACADEMIC ACHIEVEMENT:

COLLEGE COMMUNITY SERVICE: (2 terms)

COLLEGE COMMUNITY SERVICE SUPERVISOR'S AGREEMENT (To be completed by the supervisor.)

Name: _____

I agree to supervise _____'s College Community Service activities as outlined on this form.

Signature of Teacher: _____ Date: _____

EXTERNAL COMMUNITY SERVICE: (2 terms)

EXTERNAL COMMUNITY SERVICE SUPERVISOR'S AGREEMENT (To be completed by supervisor)

Name: _____ Phone Number: _____

Qualifications to supervise award:

I agree to supervise _____'s college community service activities as outlined on this form.

Signature of Supervisor: _____ Date: _____

EXTERNAL COMMUNITY SERVICE SUPERVISOR'S AGREEMENT (To be completed by supervisor)

Name: _____ Phone Number: _____

Qualifications to supervise award:

I agree to supervise _____'s college community service activities as outlined on this form.

Signature of Supervisor: _____ Date: _____

STUDENT'S CERTIFICATION (To be completed when goals have been met.)

Having completed my negotiated goals and obtained satisfactory reports from my supervisors. I now wish to apply for the St Columba's Catholic College Platinum Award – Leadership Certificate.

Student's Signature: _____ Date: _____

Head of Wellbeing's RECORD**Name:**

Attendance.	
Punctuality.	
Report from Mentor received.	
Academic achievement goals met.	
Report # 1 from College Community service supervisor recorded.	
College Community service goals met.	
Report # 2 from College Community service supervisor recorded.	
College Community service goals met.	
Report # 1 from External Community Service supervisor received.	
External Community Service goals met.	
Report # 2 from External Community Service supervisor received.	
External Community Service goals met.	
Award approved	
Date of Award.	

GUIDELINES FOR A ST COLUMBA'S PLATINUM AWARD

- **Academic achievement** and **College Community Service** goals are to be negotiated by the student and a member from the College Executive. Goals should demonstrate levels of achievement beyond what is normally expected of a student at St Columba's Catholic College and should be appropriate to the student's own skills, abilities and interests.
- **Academic achievement** incorporates all elements of in-class activity and includes academic progress, homework, co-operation, behaviour and participation in across KLA activities. First, Second and Third place certificates in College assessments are also included.
- **The Leader of Wellbeing supervises a student's academic achievements goal/s.** The LOW will submit a report to the Assistant Principal on the student's achievements.

College Community service refers to those activities, which are part of college life but take place outside the academic curriculum. Goal/s must be stated in specific terms and must refer to the tasks to be undertaken.

- The Head of Wellbeing must supervise the student's progress with respect to school community service. The supervisor must fill in the appropriate section of the student's application form and must submit a report to the Assistant Principal on the student's achievements.

Wider Community service refers to activities outside the college. Goal/s set in the sphere should demonstrate the student's leadership skills and commitment overtime to an activity, which exhibits a positive community attitude. Examples of appropriate community service goals include activities related to coaching a junior sporting team, assistance in youth or church organisations, volunteer work in a community organisation, charity fund-raising, various roles in local musical or dramatic societies.

- A community member with appropriate qualifications or experience and Working with Children authorisation must be nominated to supervise the completion of this goal. The supervisor must fill in the appropriate section of the student's application form and must submit a report to the Leader of Wellbeing on the student's achievements.
- A St Columba's Platinum Award is earned over four terms, or specific time frame negotiated by a member of the College Executive.

PLATINUM AWARD PROGRESS RECORD

STUDENT NAME:	CLASS:	EXECUTIVE/MENTOR:
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COLLEGE (INTERNAL) COMMUNITY SERVICE:	DATE COMPLETED:	SUPERVISOR SIGNATURE
1)		
2)		

ACADEMIC GOALS	DATE COMPLETED:	SUPERVISOR SIGNATURE
1)		
2)		
3)		
4)		

EXTERNAL COMMUNITY SERVICE:	DATE COMPLETED:	SUPERVISOR SIGNATURE
1)		
2)		

Gold/Platinum Award speech to staff – Outline

Good Morning staff, my name is and I am in year

My teacher mentor is

I have been recommended for my Gold award because I am:

My academic goals are:

My internal community service goals are:

My external community service goals are:

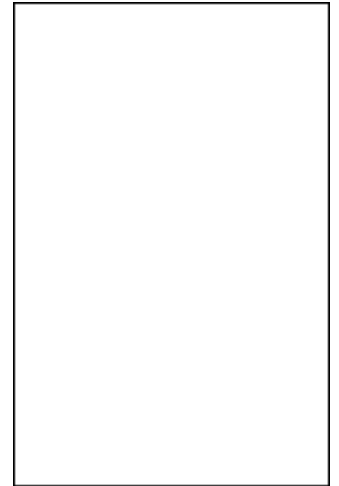
Thank you for your support.

Student Name:

Award being presented: Gold/
Platinum

Year:

Mentor:



60 Seconds with

Leadership Positions held at the College

Favourite thing about St Columba's

Involvement in the St Columba's Community

Academic Goals for the Award

Community Service Goals for the Award

Career Aspirations

Mentor Procedure/Protocols for Silver, Gold and Platinum Awards

1. Any student wanting to apply for a Silver/Gold/Platinum Award must see their Leader of Wellbeing before they commence their application.
2. Leader of Wellbeing must vet the student and request suitability feedback from all staff.
3. Leader of Wellbeing discusses mentoring teacher options with the student and finalises mentor.
4. The Leader of Wellbeing will give the student the application form. Student asks the nominated mentor if they are willing to act in this role. If they agree then the student sits down with the mentor to write out his/her academic goals after the mentor has seen a school report.

Academic and Community Service goals can then be determined.

5. The Academic and Community Service goals will be checked by the Leader of Wellbeing for their appropriateness and depth of challenge.
6. A scaffold for the application speech is given to the student.
7. Student practises the speech.
8. Student presents a speech to the staff at the morning briefings
9. The mentor must use the Mentoring Checklist and meet regularly with the student.
10. The mentor must view the Progress Sheet when meeting with the student.
11. The mentor must communicate with the Leader of Wellbeing if there are any concerns.

Required characteristics of the mentor include:

Reliable	All paper work completed.
<i>Approachable</i>	Takes an interest in the student.
<i>Focused on checking that the student is fulfilling their obligations</i>	Regular monitoring, challenges the student.
<i>Teacher who knows the protocols</i>	Reads the policy, knows the procedures, knows the proformas that are to be used
<i>Gives regular feedback to the student</i>	Encouragement, suggestions, challenge.
<i>Values the process</i>	Enforces the importance of the awards system to the student, does not compromise.
<i>Is organised</i>	Keeps track of student's progress.
<i>Has the time to spend with student</i>	Not over committed, willing to make time.
<i>Motivates the student</i>	Encourages the student.

Community Service Possibilities (Internal)

- Cleaning up the Playground on a regular basis (3 times per week)
- Moran Hall, Presentation Space and Student Services foyer- cleaning space and tidying furniture - daily
- Cleaning or assisting in subject specific learning spaces
- Cleaning and tidiness of the Chapel (REC)
- Cleaning up storerooms (See Leaders of Learning)
- Chair Set Up/Putting Away for Year Assemblies (Brauer Hall)
- Library Help
- Tutoring younger students (before/during and after school in Library/Xavier; IXL for Year 11 and 12 students during study periods; sports time for Years 7-10)
- Organising sport equipment on sports days
- Putting up and pulling down the flags each day
- Laptop monitors- checking each afternoon
- Monitoring and filling up hand sanitiser bottles around the College
- Washing PDSSSC jerseys
- Preparing materials in Textiles and Food Technology (see TAS teaching staff)
- Block tidiness (Breakout spaces)

Community Service Possibilities (External)

- Coaching sporting teams
- Helping with classes at St Thomas Aquinas Catholic Primary School
- Rural Fire Brigade
- Vinnies Van
- Nursing Home Visits
- Scouts and Girl Guides
- Rotary
- Lions Club

Platinum and Gold Award Recipients

Students who receive a Gold Award are placed on a database kept in Student Services. **Gold Award recipients will be inducted into the Student Leadership Team for the remainder of their time at the College.** Gold Award students then qualify to mentor students on their silver awards.

Gold Award students will sit down with their Leader of Wellbeing and write a paragraph on their achievements in achieving the Gold Award. This will then be forwarded to Student Services (with a photo) in electronic format so it can be sent to the following local papers for publishing:

- Blue Mountains Gazette
- The Catholic Outlook

When Gold Award students have been awarded their framed certificate they are eligible to mentor other students. Gold Award students must liaise with the Leader of Wellbeing when making themselves available and when mentoring students on their Silver Awards.

Gold Award students must mentor students **at least one year below them** in their Silver Award

COLLEGE SPORTING AWARDS

Aim: To build a connection between learning and achievement where motivation is linked to success and participation in sport as a representative.

Awards

1. **The St Columba's Sporting White Award**
2. **The St Columba's Sporting Yellow Award**
3. **The St Columba's Sporting Blue Award**

The St Columba's Sporting White Award – This is the first level of acknowledging sporting success. For a student to receive this award they must represent the College in the PDSSSC in any of the representative sports and/or any Selection days open to students at the College. This award is presented at a Yr Assembly

The St Columba's Sporting Yellow Award – This is the second level of acknowledging sporting success. For a student to receive this award they must represent the Diocese and College in any of the NSWCCC sporting selection teams. This award is presented at a Yr Assembly

The St Columba's Sporting Blue Award - This is the **premier award** for students who represent the College through selection into a state or national team as a result of the NSWCCC. This Award is also presented to students who represent a sport at a state and/or national level without being part of the NSWCCC eg selected to play baseball, motor cross. This award acknowledges exceptional talent and commitment to sport. This award is presented at a full College Assembly or Award Presentation Ceremony

ST COLUMBA'S
CATHOLIC COLLEGE



St Columba's Catholic College

APPLICATION FOR ST COLUMBA'S SPORTING AWARD

Please circle the level of award you are applying for:

White

Yellow

Blue

Name:

Homeroom:

Date of Application

Date of Award

SPORTING ACHIEVEMENT:

EVIDENCE OF ACHIEVEMENT (Newspaper, Trophy, Letter from Association etc)

COLLEGE CULTURAL AWARDS

Aim: To build a connection between learning and achievement where motivation is linked to success and participation in cultural activities such as public speaking, mock trials, debating, dance, music and drama

1. **The St Columba's Cultural White Award**
2. **The St Columba's Cultural Yellow Award**
3. **The St Columba's Cultural Blue Award**

The St Columba's Cultural White Award – This is the first level of acknowledging cultural success. For a student to receive this award they must represent the College in any of the Cultural activity –eg; Mock Trial, Public Speaking, Debating, Dance, Drama, Music, Singing, etc

The St Columba's Cultural Yellow Award – This is the second level of acknowledging cultural success. For a student to receive this award they must move through into the finals of the cultural event eg; Finals in Mock Trial, Public Speaking, Debating, Dance, Drama, Music, Singing, etc

The St Columba's Cultural Blue Award - This is the **premier award** for students who represent the College through selection into a state or national Cultural Event. This Award is also presented to students who perform at a state and/or national level without being part of a school cultural event eg State Dance Championships, State Public Speaking, Music, Choir (National/state), etc

ST COLUMBA'S
CATHOLIC COLLEGE



St Columba's Catholic College

APPLICATION FOR ST COLUMBA'S CULTURAL AWARD

Please Circle the level of Award you are applying for:

White

Yellow

Blue

Name:

Homeroom:

Date of Application

Date of Award

CULTURAL ACHIEVEMENT:

EVIDENCE OF ACHIEVEMENT (Newspaper, Trophy, Letter from Association etc)