PHOENIX P-12 COMMUNITY COLLEGE

AWARDS, GIFTS & BENEFITS POLICY

GIFTS

Rationale:

The giving and receiving of gifts and awards are common place in schools, however, both need to be managed sensitively with no conflict of interest or improper influence. Both need to comply with Australian Taxation laws, and neither must compromise the good name of the college.

The Awards program celebrates the endeavours and achievements of students.
An annual presentation ceremony will be held for each campus of the College.
The whole College Annual Presentation Ceremony will be held the **last Tuesday in November each year** at the Founders Theatre, Federation University.

A variety of student encouragement and achievement awards are awarded in recognition of the year's work and are supported by various members of the College community. The list of awards will be reviewed annually to ensure recognition of current achievements and endeavours.

The College awards program is based on the need to:

- recognise and promote individual student excellence.
- provide an incentive for selected individual students to further develop their skills and knowledge
- recognise the exemplary display of the College values and SWPB program,
- promote the academic excellence of the College's students, programs and image in the community.
- make links with sponsors, the business community and the like through the awarding of awards.

Aims:

Showing gratitude and appreciation gifts:
To ensure the expression of appreciation and gratitude result in positive experiences that enhances the College and its relationships with others.

Ensure there is equal opportunities offered to all students.

Awards and Sponsorships:

The student awards program aims to:

- grant awards annually to individual students through an agreed and known application and selection process on the basis of academic endeavour and excellence.
- provide both general and specific curriculum-based awards wherever possible linking with Department of Education and Training initiatives
- if and when appropriate ensure that both boys and girls are provided for in the overall awards program.
- ensure that community and business sponsorship partnerships are sought in addition to funds set aside annually by Council for the program.
- establish and ensure recognition and celebration of student endeavour and achievement as part of the on-going culture of Phoenix P12 Community College.

Implementation:

Gifts

- Gifts given by the school are generally of little monetary value and usually consist of small school mementoes, or other inexpensive items of sentimental value.
- All offers of gifts, benefits or hospitality from people or organisations about which they are likely to make decision, i.e. tender processes, procurement, licensing or regulation, etc. should be refused.
- Advice should be sought from manager/principal or other appropriate delegate if unsure about how to respond to an offer of a gift, benefit or hospitality of more than nominal value.
- The school may accept gifts or donations. These may be used by students in classroom activities or as prizes for school fundraising events.
- Gifts or donations are not to be linked to expectations of favourable service by the school, and are not to be gratuitous in nature, and are not to be linked to products, services or associations that would bring the school's good name into disrepute.
- Any Fringe Benefits Tax implications of any gift or donation must be fully explored and reported to the Australian Taxation Office.
- All gifts and donations with a cumulative value greater than $1.000 will be reported to School Council Finance Committee.
- Additional information can be obtained in the DET Gifts, Benefits and Hospitality Policy and Guidelines for Department Employees in the Public Service and Teaching Service, School Council Employees and School Councillors.

Gift of flowers to staff, students including College Community members may be given in the event of

- Bereavement of immediate family member - Grand Parents, Parents, siblings (Including in-laws) or children.
- birth of child celebrations.
- acute illness/hospitalisation/accident.
- other intense situations at the discretion of management

Gifts of Recognition of service to Phoenix P12 Community College:

- College Council Members retiring after serving
  - All council members who retire will be presented with a gift of appreciation (Bottle of wine and $100 voucher, and card) at their final meeting.
  - 5+ years will be presented with a trophy momentum at the annual presentation evening.

- Staff employed
  - **short term contract** (6 months – 2 years) - will be presented with a bottle of wine and wine/flowers as briefing.
  - **three to ten years** will be presented with a card and $50.00 gift voucher.
  - **ten years** will be presented with a card and $100.00 voucher and receive an invitation to the Annual Eureka Dinner.
  - **ten years +** card and $200.00 voucher with recognition for additional responsibility and impact.
    These staff will be presented with a trophy momentum at the annual presentation evening.

- Community members
  - The Catherine King Award for outstanding service to the College over a number of years is awarded each year. Consideration can include staff or members of the wider community who have significantly contributed to particular projects or achievements of the College or students for this award.

Sponsorship and Student Awards

Awards process includes a component of building partnerships with local businesses, encouraging their involvement in not only the financial support, but also foster their interest in our students and create possible experiences and opportunities for their futures.

Partnerships will be fostered with local businesses to build support to fund the awards program. Businesses will continually be offered to build the number of business partners.

A current list of sponsor partners will be maintained.

Awards offered to students:

- Transition Awards - Year 7 Scholarships.

  Grade 6 students will be invited to apply for a year 7 Scholarship to assist them with financial transition into secondary education. The number of scholarships may be reviewed annually – with consideration to number of applicants and funds available.

  - **Successful scholarship applicants** will be presented with a scholarship to the value of $500.00 each. This will include a certificate, College Blazer, and $350 credit to be used for uniform or educational costs. A letter advising each winner will be posted to successful applicants and a presentation will be made to these winners at their primary school presentation ceremony. Award winners will be invited to the College Presentation evening to receive their official Award Certificate.
  - **Highly Recommended applicants** will receive a College Blazer, and a Highly Commended Certificate of recognition. This will be presented at their Primary School Presentation ceremony. A letter will be posted advising recipients.
  - Letters will be sent to all **unsuccessful applicants**.

(*Time-line included in process document.)*

Student Curriculum Awards:

Generally the following will apply but may be varied on advice from Principal, Assistant Principals, Curriculum Committee and Student Management Team (both of the latter representing staff):

Primary Campus Awards

- Dux of school

Secondary Campus Awards

Academic Excellence Awards

Awarded to the top academically achieving students at each year level.
The highest achieving student is award Dux of their year level.

Curriculum Awards

Teaching Staff of each Curriculum area are asked to nominate students to receive awards for each year level.

Annual Specific Awards:

- Apex Cub of Ballarat Scholarships (6)
- Brian Harbor Memorial Award
- Caltex All Rounder
- City of Ballarat Award - Emerging Leaders awards
- Energy Breakthrough State Safety Award (2)
- Jenni Jamieson Memorial Science Award
- Joy Reynolds Memorial Award
- John Monash Science School-Rural Exchange
- Peter Doherty Science Prize
- Pierre De Coubertin Award
- Sloss Bursary (Year 7 x 2)
- University of Notre Dame Year 12 Science Award
- University of Ballarat Year 10 Scholarship
- Wayne Chapman Memorial Maths Award
- Zonta Award - Representing Phoenix P-12 Community College

Shields

- Leadership Shield
- Merv Lewis Rotary Public Speaking Award
- House Swimming Shield
- House Athletics Shield
- Gary Ebbels Best and Fairest = Football

Sport Awards:

- All round sportsman Award
- All round sportswoman Award
- Outstanding Sports Achievement Award

Shields

- House Swimming Shield
- House Aggregate Cup
- House Athletics Shield

Cadets Awards:

- ADF Long Tan Leadership & Teamwork Award
- Cadet of the Year
- Cadet Non-Commissioned Officer of the Year
- Dux of Recruit Course

Special Achievement Awards

A variety of awards are provided each year as listed on the awards list. These vary according to College programs, events and achievements during the current year.

Evaluation

This policy and the availability of awards will be reviewed annually.