

REWARDS AND RECOGNITION POLICY

This policy provides a system of rewards and recognition for positive participation in the college. It recognises student achievement, progress and good conduct on a continual basis. All students will be given the opportunity to improve and this development should be rewarded. The rewards system is scaffolded. **(SEE PAGE 4 FOR REWARD PROCEDURES CHART)**

1.1 REWARDS

Honesty Roll – Students who hand in items of lost property to Student services will have their name published in Curtin Calls Honesty Roll and will go in the draw for a raffle prize (such as a movie voucher) at the end of each term.

Rewards and Recognition System (RARS) stamps – no record on student file but five stamps will qualify students for the weekly raffle. Winning students' names will be published in Curtin Calls.

Letters of Commendation – initiated by any staff member at any time to advise parent/guardian of positive improvement, behaviour etc; copy stored on student file and running total of Letters of Commendation recorded towards future Certificates of Merit.

Certificate of Merit – five Letters of Commendation qualify students for a Certificate of Merit, presented in class and recorded on student file. Letters of Commendation are cumulative across student's period of enrolment at the college.

Certificate of Excellence – three Certificates of Merit qualify students for a Certificate of Excellence, presented at year assembly and recorded on student file. Certificates of Merit are cumulative across student's period of enrolment at the college.

SWAN Awards and Badges – These are presented in across all years to acknowledge personal academic excellence. The awards require the attainment of different grade configurations across course areas with the highest recognition being Diamond, Gold, Silver then Bronze.

Other Academic Awards – To model awards that student can achieve at the Year 12 Graduation, the following awards are presented at the end of Year 11. Top student per course and Top University/WACE/VET Studies.

Formal Recognition - State and National Representatives, top student per course in Year 11 and 12, significant performance and/or achievement, captains of sporting teams presenting trophies, SCSA Awards – Certificates of Commendation and Excellence/Course Exhibitions.

1.2 PROCEDURES

1.2.1 RARS Stamps

All staff will be issued with a RARS stamp. Students will present their diary to the teacher for the issuing of the stamp. RARS are to be given on a continual basis for those students demonstrating positive behaviours, turning around negative behaviour, showing a positive attitude to learning, achievement, punctuality etc. The student diary is the only record of these and it is up to the student to present their diary to their contact teacher **once five stamps** have been recorded. The contact teacher will give the student a blue token, which the student will place in the box provided in Student Services. Every Friday afternoon the Chaplain will draw out the raffle winner and announce the winner over the PA system. Winners

will also be publicised in Curtin Calls. Students who do not collect their prize will be followed up by the Chaplain. Staff need to be consistent across all years to ensure there is an equitable distribution of RARS.

1.2.2 Letters of Commendation

Staff may complete Letters of Commendation and submit them to Student Services for addressing and posting originals and filing copies. Alternatively staff complete Letters of Commendation proforma (available in Administration) and submit to Room 6 for processing and posting of originals and filing copies. **DO WE DO THIS ELECTRONICALLY NOW?**

1.2.3 Certificate of Merit

Student Services will record all Letters of Commendation received. When a student receives five Letters of Commendation, the Student Services school officer will notify Administration for a certificate to be produced. This will be returned to Student Services and then presented to the student in class by the Principal, Deans/Deputies or Head of Student Services.

1.2.4 Certificate of Excellence

Procedure is similar to the above. Certificates are presented at year assemblies by the Principal and a list of students appears in Curtin Calls.

1.2.5 SWAN Awards

Student Services Coordinator's and/or Head of Student Services determine SWAN Awards based on the achievement configuration outlined on Pages 5 - 7. Students are acknowledging with their SWAN Award at Year Assemblies, parents are invited to attend and results are published in Curtin Calls

SWAN Awards Academic Badges

These are awarded to students who achieve Diamond and Gold Awards across Semester 1 and 2 and are presented at the Final Year Assembly. The criteria are outlined on the next page.

WHY DOES IT HAVE SEMESTER 3?

<u>Semester 1</u>	<u>Semester 2</u>	<u>Semester 3</u>
Gold	Gold	Gold
Gold	Diamond	Gold
Diamond	Gold	Gold
Diamond	Diamond	Diamond

1.2.7 Other Academic Awards

These awards are determined by the Head of Student Services and Student Services Coordinator.

Year 11 Top Student Course Award - highest course score

Year 11 Top University Studies Award – Highest course average from best 4 Unit 1/2 Courses

Year 11 VET Studies Award - When selecting the highest VET achiever, all course units, endorsed programs, workplace learning and VET qualifications should be taken into account.

Year 11 Top WACE Studies Award – Highest grade point average; includes all students NOT completing an ATAR Course (4 or more Unit 1/2 courses).

1.2.8 Formal Recognition

Sports Champions Badges - These are presented to students who are selected to represent Western Australia or Australia, and to the Athletic and Swimming Carnival Champion Boy and Girl. These awards are identified by Physical Education Staff or by students reporting with official notification for a representative team.

The badges and are types of formal recognition are acknowledged at Year Assemblies and or a whole school assembly.



PROCEDURES FOR AWARDS

REWARDS AND RECOGNITION SYSTEM				
ADMINISTERED BY	AWARD	CRITERIA	PRESENTED AT/BY	Order of Significance----->
ALL STAFF	RARS Stamp			
CONTACT TEACHER	RARS Token and CD Raffle Draw	5 RARS stamps equals on token	Announced by Chaplain period five Friday	
CLASSROOM TEACHER	Letters of Commendation	As per letter	Acknowledged in class. Original posted home teacher.	
YEAR COORDINATOR/ MANAGER STUDENT SERVICES	Certificate of Merit	5 Letters of Commendation equal a Certificate of Merit.	Presented in class possible involvement of Principal, Dean or MSS.	
	Certificate of Excellence	3 certificates of Merit equal a Certificate of Excellence.	Photo and article in Curtin Calls	
	Swan Award <ul style="list-style-type: none"> • Silver • Bronze Swan Award <ul style="list-style-type: none"> • Diamond • Gold Year 11 /12: Course Awards	Academic Merit Academic Excellence Academic Excellence <ul style="list-style-type: none"> • Top student in a course • VET Studies • WACE Studies 	Principal at Year Group Assembly. Parents invited. Recorded on Student File. List of Students to appear in Curtin Calls.	

SWAN AWARDS UPPER SCHOOL

Number of Courses	No A's	No B's	No C's	No D's / E's	Award
6	6	0	0	0	DIAMOND
5	5	0	0	0	DIAMOND
6	5	1	0	0	GOLD
6	5	0	1	0	GOLD
6	4	2	0	0	GOLD
5	4	1	0	0	GOLD
6	4	1	1	0	SILVER
5	4	0	1	0	SILVER
6	4	0	2	0	SILVER
6	3	3	0	0	SILVER
6	3	2	1	0	SILVER
5	3	2	0	0	SILVER
6	3	1	2	0	SILVER
5	3	1	1	0	SILVER
5	3	0	2	0	SILVER
6	2	4	0	0	SILVER
5	2	3	0	0	BRONZE
6	2	3	1	0	BRONZE
5	2	2	1	0	BRONZE
6	2	2	2	0	BRONZE
5	2	1	2	0	BRONZE
6	1	5	0	0	BRONZE
6	1	5	1	0	BRONZE
5	1	4	0	0	BRONZE
6	1	4	1	0	BRONZE
5	1	3	1	0	BRONZE
6	1	3	2	0	BRONZE
6	0	6	0	0	BRONZE
5	0	5	0	0	BRONZE

VET and SWAN AWARDS

- Excellent - A Equivalent
- Good - B Equivalent
- Satisfactory - C Equivalent
- Limited - D/E Equivalent

Common sense should always be used determining SWAN awards.

Eg: A student with a single D grade achieving at a Silver level or higher can be brought to a level below to acknowledge their achievement.

SWAN AWARDS: Years 8-10

7 Units				8 Units				9 Units				10 Units				11 Units				12 Units			
A	B	C		A	B	C		A	B	C		A	B	C		A	B	C		A	B	C	
7	0	0	D	8	0	0	D	9	0	0	D	10	0	0	D	11	0	0	D	12	0	0	D
6	1	0	G	7	1	0	G	8	1	0	G	9	1	0	G	10	1	0	G	11	1	0	G
6	0	1	S	7	0	1	S	8	0	1	S	9	0	1	S	10	0	1	S	11	0	1	G
5	2	0	G	6	2	0	G	7	2	0	G	8	2	0	G	9	2	0	G	10	2	0	G
5	1	1	S	6	1	1	S	7	1	1	S	8	1	1	S	9	1	1	S	1	1	1	G
5	0	2	S	6	0	2	S	7	0	2	S	8	0	2	S	9	0	2	S	10	0	2	G
4	3	0	S	5	3	0	S	6	3	0	G	7	3	0	G	8	3	0	G	9	3	0	G
4	2	1	S	5	2	1	S	6	2	1	S	7	2	1	S	8	2	1	S	9	2	1	G
4	1	2	B	5	1	2	S	6	1	2	S	7	1	2	S	8	1	2	S	9	1	2	G
4	0	3	B	5	0	3	S	6	0	3	S	7	0	3	S	8	0	3	S	9	0	3	G
3	4	0	B	4	4	0	S	5	4	0	S	6	4	0	S	7	4	0	S	8	4	0	G
3	3	1	B	4	3	1	S	5	3	1	S	6	3	1	S	7	3	1	S	8	3	1	G
3	2	2	B	4	2	2	S	5	2	2	S	6	2	2	S	7	2	2	S	8	2	2	G
3	1	3	-	4	1	3	S	5	1	3	B	6	1	3	B	7	1	3	S	8	1	3	G
2	5	0	B	4	0	4	B	5	0	4	B	6	0	4	B	7	0	4	B	8	0	4	G
2	4	1	B	3	5	0	B	4	5	0	B	5	5	0	S	6	5	0	S	7	5	0	G
2	3	2	B	3	4	1	B	4	4	1	B	5	4	1	S	6	4	1	B	7	4	1	G
2	2	3	B	3	3	2	B	4	3	2	B	5	3	2	B	6	3	2	B	7	3	2	G
2	1	4	-	3	2	3	-	4	2	3	B	5	2	3	B	6	2	3	B	7	2	3	G
2	0	5	-	3	1	4	-	4	1	4	B	5	1	4	B	6	1	4	B	7	1	4	G
1	6	0	-	2	6	0	-	4	0	5	B	5	0	5	B	6	0	5	B	7	0	5	G
0	7	0	-	2	5	1	-	3	6	0	B	4	6	0	B	5	6	0	B	6	6	0	G
				2	4	2	-	3	5	1	B	4	5	1	B	5	5	1	B	6	5	1	G
				2	3	3	-	3	4	2	B	4	4	2	B	5	4	2	B	6	4	2	G
				2	2	4	-	3	3	3		4	3	3		5	3	3	B	6	3	3	S
				2	1	5	-	3	2	4		4	2	4		5	2	4	B	6	2	4	S
				2	0	6	-	3	1	5		4	1	5		5	1	5		6	1	5	S
				1	7	0		3	0	6		4	0	6		5	0	6		6	0	6	S
				1	6	1		2	7	0		3	7	0	B	4	7	0	B	5	7	0	S
				0	8	0		2	6	1		3	6	1	B	4	6	1	B	5	6	1	S
								2	5	2		3	5	2	B	4	5	2	B	5	5	2	B
								2	4	3		3	4	3		4	4	3		5	4	3	B
								2	3	4		3	3	4		4	3	4		5	3	4	
								2	2	5		3	2	5		4	2	5		5	2	5	
								2	1	6		3	1	6		4	1	6		5	1	6	
								2	0	7		3	0	7		4	0	7		5	0	7	
								1	8	0		2	8	0		3	8	0	B	4	8	0	S
								1	7	1		2	7	1		3	7	1	B	4	7	1	S
								1	6	2		2	6	2		3	6	2	B	4	6	2	S
								1	5	3		2	5	3		3	5	3		4	5	3	B
								1	4	4		2	4	4		3	4	4		4	4	4	B
								1	3	5		2	3	5		3	3	5		4	3	5	
								1	2	6		2	2	6		3	2	6		4	2	6	
								1	1	7		2	1	7		3	1	7		4	1	7	
								1	0	8		2	0	8		3	0	8		4	0	8	
								0	9	0		1	9	0		2	9	0		3	9	0	B
												1	8	1		2	8	1		3	8	1	B

												1	7	2									2	7	2									3	7	2	B				
												1	6	3										2	6	3								3	6	3					
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7 Units			8 Units			9 Units			10 Units			11 Units			12 Units																										
A	B	C		A	B	C		A	B	C		A	B	C		A	B	C		A	B	C		A	B	C		A	B	C		A	B	C							
												0	10	0										1	10	0								2	10	0					
																								1	9	1								2	9	1					
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																																			1	0	11				
																																			0	12	0		B		

- This spreadsheet is intended to give students, parents and staff an overview of how Swan Awards are calculated. It is a guide only.
- After awards are calculated for each semester the final cut offs will be made available on request.
- In the event that a potential award winner receives a single D, Student Services will consider each case on its merits.