

# *Dunkeld Consolidated School No. 6215*

## **Recognition Awards and Memorials Policy**

**PROGRAM LEADER:** Principal

**COUNCIL RATIFICATION:** 22 October 2013

### **RATIONALE:**

Guidelines required to ensure that Recognition Awards and Memorials are managed consistently by the School.

### **IMPLEMENTATION:**

**PART A) Responsible body: DUNKELD CONSOLIDATED SCHOOL**

#### **Section 1) School Councillors (including DEECD Staff)**

Each year, all retiring School Councillors are to have their service acknowledged by way of letter from the School Council President. This correspondence is to be delivered before the second meeting of the incoming School Council.

Each year, all retiring School Councillors are to have their service acknowledged publicly by way of inclusion in the next School Newsletter published after the first meeting of the incoming school council.

Each year, retiring School Councillors who have served six (6) or more consecutive years of service are to have their service acknowledged by way of a presentation of six (6) Dunkeld Consolidated School branded drinking glasses. Presentation is to be made during a public forum (for example Special Assembly) if suitable.

#### **Section 2) Parents/Volunteers/Community Members**

Each year, a morning tea is held annually to express appreciation to those parents/volunteers and community members who have made a voluntary contribution to any school program. This event is planned at the discretion of the staff.

At time of policy ratification, each year School Council receive notification from DEECD regarding the Victorian Excellence Education Awards program. School Council may elect to nominate an individual in the Victorian Education Outstanding Parent Awards. See <http://www.education.vic.gov.au/about/awards/pages/veea.aspx>

In the event of a parent, volunteer or community member leaving the community after a significant contribution to the School, School Council may acknowledge that persons contribution in an appropriate manner, in consultation with the P & F Association.

#### **Section 3) Staff of DEECD**

A presentation should be made to staff on their retirement or departure from the School Community. The value of the presentation at the discretion of School Council based on circumstances surrounding the departure (i.e. years of service, nature of contract). By way of reference, a retiring principal after 5 years' service in 2012 was presented with an original painting by a local artist valued at \$250.00.

#### **Section 4) Memorials**

In the event of a death of a current student, the School Council President shall organise a condolence notice to be published in local paper on behalf of the school community.

In the event of a death of a current student (and in consultation with the family) planting of a tree of remembrance in the school grounds is appropriate.

**PART B) Responsible Body: Department of Education Early Childhood Development (DEECD)**

\*Refer current DEECD Guidelines for School Councillor acknowledgement programs. At time of policy ratification the following Guidelines were in place:

*“School Councillors who have provided continuous service for five (5) or more years at the same school and who have recently retired from their school council positions are eligible for recognition. Only councillors who are not members of the Department are eligible for recognition.*

*School Councillors who have served fifteen (15) or more will be recognized at a gala dinner during Education Week and those who have served between five and fourteen years will be recognized during local regional Education Week activities.”*

**EVALUATION:**

This policy will be reviewed as part of the school’s three year cycle.