



# PRESENTATION NIGHT POLICY

As part of the Annual Presentation Night, a Committee will operate each year. It will consist of the Deputy Principal, Heads of Department, Sport Coordinator and Administration. The Committee will be responsible for:

- a) issuing all relevant forms with appropriate due dates;
- b) collecting relevant forms;
- c) gathering any additional information where necessary;
- d) deciding upon all Special Awards recipients;
- e) giving consideration to objections.

## CATEGORIES

Presentation Night Commendations and Awards fall into the following categories:

### Medallions

- a) Awarded at Gold and Silver levels for:
  - i) Academic Achievement.
  - b) Subject Prizes.

### Trophies – Perpetual and Individual

- i) Year 7 Allrounder
- ii) Year 8 Allrounder
- iii) Year 9 Allrounder
- iv) Year 10 Allrounder
- v) Year 11 Allrounder
- vi) Year 12 Allrounder
- vii) Sportsperson of the Year
- viii) Cultural Achiever of the Year
- ix) Service to the School
- x) Trainee of the Year

### Certificates

- i) Extra-Curricular
- j) Service

### Special Awards

- k) ADF Long Tan Award
- l) UQ Student Achievement Award
- m) Student Support Achievement Award
- n) TAFE Outstanding Student of the Year

## CRITERIA FOR AWARDS

### Academic Awards

#### YEAR 7- 12

- Based on Semester 1 and Term 3 results only
- Allocate points for each subject as follows:

Result	A	B	C
Points	5	4	3

- To determine the cut-offs for Gold and Silver Commendations, GPA 4.0 – 4.4999 – Silver and GAP 4.5 – 5.00 - Gold. Instrumental Music does not contribute.
- No D or Es in Years 10, Year 11 and Year 12 in any reporting period.

#### Special consideration may be given to a student who:

- 1) has not been rated in a subject (or subjects) through illness or other unavoidable absence;
- 2) has had his/her results significantly adversely affected through illness (substantiated by a medical certificate) or unavoidable absence.

#### Year 7 All-Rounder Award

- Awarded to a student completing Year 7 at the school who satisfies the following criteria:
  - general all-round scholastic achievement;
  - leadership and service to the school e.g. debating etc.,
  - participation, with merit and sportsmanship, in sporting activities;
  - participation in cultural activities;
  - participation in a diverse range of activities;
  - satisfactory conduct.

Attainment of this Award does not pre-suppose attainment of future All-Rounder Award, which are based solely on merit at that time.

#### Year 8 All-Rounder Award

- Awarded to a student completing Year 8 at the school who satisfies the following criteria:
  - general all-round scholastic achievement;
  - leadership and service to the school e.g. debating etc.,
  - participation, with merit and sportsmanship, in sporting activities;
  - participation in cultural activities;
  - participation in a diverse range of activities;
  - satisfactory conduct.

Attainment of this Award does not pre-suppose attainment of future All-Rounder Awards, which are based solely on merit at that time.

#### Year 9 All-Rounder Award

- Awarded to a student completing Year 9 at the school who satisfies the following criteria:
  - general all-round scholastic achievement;
  - leadership and service to the school e.g. debating etc.,

- participation, with merit and sportsmanship, in sporting activities;
- participation in cultural activities;
- participation in a diverse range of activities;
- satisfactory conduct.

Attainment of this Award does not pre-suppose attainment of future All-Rounder Awards, which are based solely on merit at that time.

### **Year 10 All-Rounder Award**

- Awarded to a student completing Year 10 at the school who satisfies the following criteria:
  - general all-round scholastic achievement;
  - leadership and service to the school e.g. debating etc.,
  - participation, with merit and sportsmanship, in sporting activities;
  - participation in cultural activities;
  - participation in a diverse range of activities;
  - satisfactory conduct.

Attainment of this Award does not pre-suppose attainment of future All-Rounder Awards, which are based solely on merit at that time.

### **Year 11 All-Rounder Award**

- Awarded to a student completing Year 11 at the school who satisfies the following criteria:
  - general all-round scholastic achievement;
  - leadership and service to the school e.g. debating etc.,
  - participation, with merit and sportsmanship, in sporting activities;
  - participation in cultural activities;
  - participation in a diverse range of activities;
  - satisfactory conduct.

Attainment of this Award does not pre-suppose attainment of future All-Rounder Awards, which are based solely on merit at that time.

### **Year 12 All-Rounder Award**

- Awarded to a student completing Year 12 at the school who satisfies the following criteria:
  - general all-round scholastic achievement;
  - leadership and service to the school e.g. debating etc.,
  - participation, with merit and sportsmanship, in sporting activities;
  - participation in cultural activities;
  - participation in a diverse range of activities;
  - satisfactory conduct.

## HSSC Sports Awards

### **The Sports Excellence Award: (To be presented at Awards Night)**

The Sports Excellence Award is awarded to the student who has reached the highest level of representative school sport during the past 12 months. If two or more students have reached the same representative level, the Sporting Excellence Award will be awarded to the student who has the greatest number of school sport representative teams at this level of representation. The greatest number of school sport representation at the previous level of representation will be taken into account where two or more students have the same record of achievement. **For students to be eligible for this award, they must have demonstrated satisfactory behaviour throughout the school year.**

Example:

Student	No. of School Teams	No. of District Teams	No. of Regional Teams	No. of State Teams	No. of National Teams
Marty	4	2	4		
Gregg	2	0	2	1	
Quentin	2	3	1	1	
Rowan	2	2	4		

In this example, Gregg is awarded the Sports Excellence Award as he has the highest level of representation (State). He beats Quentin who also has made a state team as Gregg has made two regional teams.

### **The Sports Person of the Year Award: (To be presented at the Sports Award Night)**

The Sports Person of the Year Award is awarded to the student who has the greatest number of school sport regional representative teams (and who has not been awarded the Sporting Excellence Award). To be eligible for this award, students must have made at least two school sport regional teams. District and Zone teams will only be taken into consideration in the event of two or more students having the same number of regional teams.

Example:

Student	No. of School Teams	No. of District Teams	No. of Regional Teams	No. of State Teams	No. of National Teams
Marty	4	2	4		
Gregg	2	0	2	1	
Quentin	2	3	1	1	
Rowan	2	2	4		

In this example, Marty is awarded the Sports Person of the Year Award as he has made the highest number of Regional teams. Marty beats Rowan even though they both have 4 Regional teams and 2 District teams, as Marty has represented the College 4 times compared to Rowan's twice.

### **The Health and Physical Education Faculty Sports Award: (To be presented at the Sports Award Night)**

The Health and Physical Education Faculty Sports Award is awarded to the student who has participated in a range of School, District, Regional or State teams and has demonstrated outstanding sportsmanship and team work at all times. The recipient of this award will have

also demonstrated our College values throughout the year including when participating in their sporting endeavours. The staff of the HPE faculty decide the recipient of this award in conjunction with College team coaches.

Example:

Student	No. of School Teams	No. of District Teams	No. of Regional Teams	No. of State Teams	No. of National Teams
Marty	4	2	4		
Gregg	2	0	2	1	
Quentin	2	3	1	1	
Rowan	2	2	4		

In this example, any of these three students would be eligible for the Health and Physical Education Faculty Sports Award as they have (potentially) participated in a range of sports across various representative levels.

### **Cultural Achiever of the Year Award**

- This award is to be made on an individual basis for outstanding involvement and/or commitment to cultural activities.
- A Cultural Award is presented to one student who demonstrates a commitment to a range of activities which enhance the quality of school life.
- Not based on academic achievement.
- Awarded to the students whose attitude, dedication and involvement in cultural activities has been most outstanding.

### **Service to the School Award:**

- This award is to be made on an individual basis for outstanding involvement and/or commitment to service to the school.
- A Service to the School award is presented to one student who demonstrates a commitment to a range of activities which enhance the quality of school life.
- Not based on academic achievement.
- Awarded to the students whose attitude, dedication and involvement in service to the school has been most outstanding.

### **Extra-Curricular Certificates**

- These awards are to be made on an individual basis for outstanding involvement in extra-curricular activities.
- Extra-curricular certificates are awarded to students who have demonstrated an outstanding commitment to a range of activities, in addition to their school studies.
- Awarded to all students (any Year Level) who makes outstanding contributions to extra-curricular.
- School - subject related activities (both in-school time and out-of-school time) are not to be considered.

Each student will be rated according to the criteria for contribution and attendance as outlined below.

**CONTRIBUTION and ATTENDANCE CRITERIA**  
Student may complete all/some of the criteria listed as applicable to the activity.

<b>Outstanding</b>	<ul style="list-style-type: none"> <li>▪ Participates extremely well in the activity and demonstrates a positive attitude.</li> <li>▪ Shows initiative.</li> <li>▪ Always/almost always attends practice/rehearsal/training/meetings etc and/or explains absences OR attended the activity at the required time.</li> </ul>
<b>Good</b>	<ul style="list-style-type: none"> <li>▪ Participates well in the activity and usually demonstrates a positive attitude.</li> <li>▪ Regularly attends practice/rehearsal/training/meetings etc and/or explains absences OR attended the activity at the required time.</li> </ul>
<b>Satisfactory</b>	<ul style="list-style-type: none"> <li>▪ Participates satisfactorily in the activity and generally demonstrates a positive attitude.</li> <li>▪ Sometimes attends practice/rehearsal/training/meetings etc OR attended the activity at the required time.</li> </ul>

Points will be allocated as follows:

<b>Contribution</b>		<b>Attendance</b>	
<b>Outstanding</b>	<b>3</b>	Less than 10 hours	<b>1</b>
<b>Good</b>	<b>2</b>	10-20 hours	<b>2</b>
<b>Satisfactory</b>	<b>1</b>	21-30 hours	<b>3</b>
		31-40 hours	<b>4</b>
		Greater than 40 hours	<b>5</b>

- a) Points are then added together for a maximum score of 8 for an activity.
- b) Teachers responsible for activities are required to complete the *Information on Student Involvement in School Activities* form.
- c) All data is then entered onto a database and reports printed to determine students eligible for awards.
- d) The committee will then determine which students qualify for the Extra-Curricular Awards.

### **Subject Awards**

Awarded to the student with the highest GPA in each subject.

## **GENERAL CONDITIONS**

1. All students, whether they be exchange students, mature-age students or repeating students, are eligible for awards.
2. Age is not taken into consideration when determining the recipients of awards.
3. A student may receive an award in any of the presentation areas. If a student receives more than one award, a separate trophy, medallion or certificate will be awarded for each area (i.e. academic, sporting, extra-curricular and service to the school).
4. All awards are subject to the confirmation of the Principal.
5. All discussion relating to awards is to be **STRICTLY CONFIDENTIAL** to staff members only.

## **AWARD NOMINATIONS**

### **Year 7 All-Rounder Award**

To be initiated by the committee based on data collected from the participation, sporting and academic data.

### **Year 8 All-Rounder Award**

To be initiated by the committee based on data collected from the participation, sporting and academic data.

### **Year 9 All-Rounder Award**

To be initiated by the committee based on data collected from the participation, sporting and Academic data.

### **Year 10 All-Rounder Award**

To be initiated by the committee based on data collected from the participation, sporting and academic data.

### **Year 11 All-Rounder Award**

To be initiated by the committee based on data collected from the participation, sporting and academic data.

### **Year 12 All-Rounder Award**

To be initiated by the committee based on data collected from the participation, sporting and academic data.

### **Sportsperson of the Year Award**

The Sports Co-ordinator shall nominate all students who have achieved the level of Toowoomba District representative or higher. The Sports Co-ordinator will allocate the appropriate points and determine the Sportsperson of the Year. The name of the recipient will be submitted to the Awards Committee by the Sports Co-ordinator. Inclusion in the STEP program is not considered.

### **Extra-Curricular (Non-Sport) Certificate**

Participation is recorded and collated by the Awards Committee. Awardees are decided upon by the Awards Committee

### **Cultural Achiever of the Year Award**

To be initiated by the committee based on data collected from the participation in cultural activities.

### **Service to the School Award**

Nominations are proposed by the Awards Committee by the due date. The Awards Committee will decide upon the recipient of the Service to the School Award.

### **Australian Defence Force Long Tan Award**

Is awarded to a year 10 student who demonstrated leadership and commitment to the college, specifically demonstrating ADF Long Tan qualities of excellent behaviour, effort and leadership throughout the year. The Awards committee determine the awardee.

### **Trainee of Year**

Is awarded to a student undertaking a school-based apprenticeship or traineeship and has fulfilled all school academic, effort and behaviour requirements as well as achievement, effort and behaviour requirements of their employer. The awards committee determine the awardee.

### **University of Queensland Create Change Award**

Is awarded to a senior student who demonstrates UQ criteria. The Awards committee determine the awardee.

### **TAFE Outstanding Student of the Year**

Is awarded to a senior student who demonstrates TAFE criteria. The Awards committee determine the awardee.

## **ADMINISTRATIVE PROCEDURES**

a) These confidential names are not printed on the Presentation Night Program but are announced on the night:

- i) Year 7 Allrounder
- ii) Year 8 Allrounder
- iii) Year 9 Allrounder
- iv) Year 10 Allrounder
- v) Year 11 Allrounder
- vi) Year 12 Allrounder
- vii) Subject Award Winners
- viii) Sportsperson of the Year
- ix) Cultural Achiever of the Year
- x) Service to the School
- xi) ADF Long Tan Award
- xii) Trainee of the Year
- xiii) TAFE Outstanding Student of the Year
- xiv) UQ Student Achievement Award





## INFORMATION ON STUDENT INVOLVEMENT IN SCHOOL ACTIVITIES

1. Please complete and submit one of these forms for every activity (outside normal class work) in which students are involved. This includes activities in the following categories:
  - i. academic (eg. competitions)
  - ii. extra-curricular (eg. debating),
  - iii. sport (eg. inter-school, carnivals),
  - iv. cultural award (e.g. choir, instrumental music) and
  - v. service to the school (eg. coaching).
2. Additional forms are near the pigeonholes.
3. If you would prefer, you may complete the form electronically. This document has been saved as "read-only". Before completing the form, please save the document as another name in this folder, including your teacher code and the description of the activity (eg. **THOMKA-Debating**). When you have completed the form electronically, it is very important that you print the form and return a hard copy to the office. The form is located at:

**G:/Coredata/Common/Presentation Night\2016\STUDENT INFO FORMS\INFORMATION ON STUDENT INVOLVEMENT IN SCHOOL ACTIVITIES**

***ALL FORMS MUST BE RETURNED TO JAYNE KENNEDY  
BY THE END OF EACH TERM***

**PLEASE NOTE THE FOLLOWING INFORMATION WHEN COMPLETING THE FORM:**

<b>CONTRIBUTION and ATTENDANCE CRITERIA</b> <b>Student may complete all/some of the criteria listed as applicable to the activity.</b>	
<b>Outstanding</b>	<ul style="list-style-type: none"> <li>▪ Participates extremely well in the activity and demonstrates a positive attitude.</li> <li>▪ Shows initiative.</li> <li>▪ Always/almost always attends practice/rehearsal/training/meetings etc and/or explains absences OR attended the activity at the required time.</li> </ul>
<b>Good</b>	<ul style="list-style-type: none"> <li>▪ Participates well in the activity and usually demonstrates a positive attitude.</li> <li>▪ Regularly attends practice/rehearsal/training/meetings etc and/or explains absences OR attended the activity at the required time.</li> </ul>
<b>Satisfactory</b>	<ul style="list-style-type: none"> <li>▪ Participates satisfactorily in the activity and generally demonstrates a positive attitude.</li> <li>▪ Sometimes attends practice/rehearsal/training/meetings etc OR attended the activity at the required time.</li> </ul>

- 1. Please rate each student based on his/her contribution and attendance based on the criteria above.**
- 2. All students involved in the activity must appear on the list and rated either outstanding/good/satisfactory or an explanation provided as to why the student does not meet the criteria for these ratings.**
- 3. Indicate which student is the “best and fairest” for the activity.**
- 4. Any other relevant comments about a student may also be included in the final column.**



# HIGHFIELDS STATE SECONDARY COLLEGE STUDENT INVOLVEMENT IN SCHOOL ACTIVITIES

<b>Activity:</b>	<b>Teacher:</b>
<b>How often?</b> (eg. once, Friday night for Term 1, once per week for a year):	
<b>When?</b> (eg. lunch-hour, before school, after school, evenings, weekends):	
<b>Does this activity relate to the curriculum?</b> If yes, explain how (eg. Is it assessed? Is it related to a unit but the activity takes place outside class time?)	

**Number of hours involved (please “bold” or circle the appropriate number of hours):**

<input type="checkbox"/> Less than 10 hours	<input type="checkbox"/> 10-20 hours	<input type="checkbox"/> 21-30 hours	<input type="checkbox"/> 31-40 hours	<input type="checkbox"/> Greater than 40 hours
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Name	Form	Contribution and Attendance			Comments (for example): 1. Student participated in activity but does not meet criteria. 2. “Best and fairest” or other relevant comments
		Outstanding	Good	Satisfactory	

Any other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_