

**Celebrating Staff Achievements**

**Policy**

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| **Date:** | January 2021 |
| **Date approved by Management Committee:** | January 31st 2021 |
| **Signature of Chair of Management Committee:** | Sue Cain |
| **To be reviewed:** | Annually |

This policy gives guidance to staff on the purpose, types and frequency of celebrating staff success and achievement and should be read alongside the Staff Handbook and Contingency Money Policy.

**Introduction:**

At Bishopton, we believe that staff recognition is important because it:

* Communicates to staff that their work is valued and appreciated
* Gives staff a sense of ownership and belonging in their place of work
* Improves morale
* Enhances loyalty
* Helps build a supportive work environment
* Increases staff motivation
* Improves staff retention

**Aims and objectives:**

The aim of this policy is a recognition and celebration scheme that will demonstrate and deliver on Bishopton’s ethos and meet the objectives below. The scheme recognises and values staff achievements and contributions that make a positive impact on school outcomes, for staff and the children we work with.

The celebrating staff scheme aims to:

* To encourage staff to develop their talents, skills, abilities and knowledge and in doing so, become fully engaged in whole school life
* To support and develop effective teaching and learning
* To maintain a positive learning community and school ethos
* To promote a culture of fairness and equality for all
* To contribute to the maintenance of good order and discipline
* To promote best practice
* To improve productivity and staff engagement.
* To support and promote Bishopton values and a culture of recognition

**Celebrating Staff Achievement**

The school recognises the importance of seeking opportunities to acknowledge and reward the achievement of staff as well as students. A culture of praise seeks frequent and consistent opportunities to celebrate successes and achievements. The Head teacher will use staff briefings/meetings to announce successes of a professional or personal nature and more formal opportunities will be used to acknowledge staff achievements.

**Celebrating Success Initiative**

The Celebrating Success initiative promotes and supports a culture where new ideas are shared and good practice and innovation is recognised throughout the organisation, thereby exemplifying Bishopton values. The Celebrating Success initiative will run throughout the school year, with an award assembly and winner revealed at the end of each half term.

**Nominations**

**Who can nominate?**

All staff who work at Bishopton. Staff will need to have direct knowledge of the work/activity that has resulted in the nomination for achievement. Please note that to ensure we are able to properly recognise all achievements across the school, people cannot be nominated for the same activity or achievement more than once within the year.

**Who can be nominated?**

Staff can nominate any member of staff at Bishopton, except for a partner or a member of family. Staff should only nominate people if they have direct knowledge of their work.

**How do people nominate?**

Nominations can be made via the nomination forms (see Appendix 1 ) into the Celebrating

Success boxes. These boxes and forms will be based at the reception in Redhill, the Staff PPA area and the Head teacher’s office.

**What happens to the nomination?**

Celebrating Staff Officer will collect the nominations in at the end of each half term (the last week of each half term) and collate them. In the event of a tie, a name will be drawn out of a hat.

**Celebrating Success Assembly**

At the end of each half term, all staff will attend a celebration assembly in the conference room at Primary. Staff will read out examples of the positive comments and nominations and then the winner will be revealed by the Headteacher and Celebrating Staff Officer. (See Appendix 1)

**Staff leaving or retiring**

At the end of the school year, or earlier in the school year if necessary, the staff congregate to acknowledge successes and to say goodbye to colleagues who are leaving. Line managers or another relevant member of staff will be asked to pass information to the Head teacher about the achievements and school ‘history’ of the leaving or retiring colleague during their employment in the school. This information should be additional to any formal roles the member of staff has had and could include anecdotes from other members of staff or students.

All staff will contribute contingency funds (£5 per teacher and £2.50 from other staff, on a termly basis). Some of these funds may be used to purchase a leaving gift and card to be presented by the Head teacher at the Staff Celebration in July.

Colleagues who are retiring will also be invited to attend the final meeting of the governing body to allow them to pass on their thanks.

**Professional achievements**

The Staff Celebration in July will also be an opportunity to publically recognise professional qualifications that have been achieved by colleagues during the course of the academic year. The qualifications that might be recognised at this time might include the successful completion of:

* Foundation and honours degrees
* Graduate Teacher Programme (SCITT)
* Newly Qualified Teachers (NQTs)
* Masters degrees and other post-graduate awards
* HLTA qualification
* Other professional qualifications, such as: SENCo qualifications - National Professional Qualification for Headship (NPQH) - Leadership Pathways - Leading from the Middle

**CPD Rewards**

At Bishopton we value the professional development of all our staff. Staff have regular opportunities, on a CPD evening to be supported in their development through hour long CPD sessions. In addition to this, all staff are issued with a CPD reward card. These can be obtained from our CPD lead, Rachel Campbell. Staff are encouraged to complete their cards by receiving 6 stamps for a range of additional CPD opportunities. To obtain a stamp, evidence of completion needs to be taken to Head teacher or Assistant head teacher. Upon completion of the card, an early Friday (13:30) finish can be authorised by SLT. This Early finish must be authorised by SLT and booked in advance to ensure cover of any lessons is in place.

**Length of service**

Opportunities are sought to recognise long-serving members of staff. The nature of the acknowledgement will be dependent on length of service, and may range from a personal letter, to the colleague being invited as a guest of honour to staff celebration events.

Length of service will be recognised at the following periods:

* 5 years
* 10 years
* 15 years
* 20 years
* 25 years and every 5 years thereafter

**Outstanding attendance**

A personal letter/card or acknowledgement gift will be given to all members of staff who have not had any time off during the academic year. This is characterised by no time off for medical, compassionate, sickness, family or other paid authorised absence

**Celebrating special days**

It is important to recognise and value all staff members. Each staff member will receive a birthday card and a mention by the Head teacher during a recognised staff time (briefing, CPD etc.). 18th, 21st, 30th, 40th 50th and 60th birthdays will be seen as special birthdays and in these instances a token gift will be presented to the staff member. Other special days which will be recognised by the school will included engagement, marriage and birth of a child (please see appendix 2 for gift amounts).

**Roles and Responsibilities:**

Responsibility for celebrating staff success and achievement lies with the whole school community. It requires the utmost professionalism from everyone and expects all staff to understand the part they play in the process so that they can take responsibility for their own achievements and promote the achievements of others.

Key roles and responsibilities include:

* The Management Committee in defining and agreeing the principles underlying the school policy and in monitoring and reviewing its application;
* The Head teacher in framing the school policy and, with other members of the Senior
* Management Team, organising support for the implementation of the policy and modelling the promotion and support of the scheme to their teams and departments; making nominations and encouraging others to do so and using methods of informal recognition within own teams to promote a culture of recognition;
* All staff in ensuring consistent application of the policy; making nominations and encouraging others to do so and using methods of informal recognition within own teams to promote a culture of recognition.

**Monitoring and Evaluation:**

The Senior Leadership Team will review staff feedback (as per the school calendar) from all staff to monitor the implementation of this policy and the effectiveness of staff recognition and celebration throughout the school. An analysis will be made and feedback will be given to staff. A review of feedback and nominations should inform the following:

* Staff have a greater sense of ownership and belonging in their place of work
* Improvement of staff morale
* Enhanced loyalty of staff
* A more supportive work environment
* Increased staff motivation
* Improvement of staff retention

The desired outcomes for this policy are improvements in staff engagement; reduction of staff sickness and an improved learning and working environment for all. The performance indicators will be:

* An improvement in staff’s attendance
* Improvement in staff morale and appreciation of staff value, as evidenced by feedback questionnaires
* More nominations for Celebrating Success initiative
* An improvement in motivation

**UNICEF – UNCRC**

The UN Convention of the Rights of the Child sets out human rights of every person under 18 and applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background (Article 2).

* Articles directly relating to this policy are:
* Article 3 (best interests of the child)
* Article 8 (Protection and preservation of identity)
* Article 12 (Respect the views of the child)
* Article 19 (Protection from violence, abuse and neglect)
* Article 34 (Sexual exploitation)
* Article 36 (Other forms of exploitation)
* Article 41 (Respect for higher national standards)

APPENDIX 1

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| **Celebrating Success** |
| **Name of staff** |
|  |
| **Term:** |
|  |
| **Nominated by (can be anonymous):** |
|  |
| **Reason for nomination:** |
|  |

APPENDIX 2

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| **Celebrating success with****token gifts**  |
| **Occasion**  | **Amount** | **Members of staff for current school year** |
| Retirement  | £50 |  |
| Leaving | £30 |  |
| 5 years of service  | £10 |  |
| 10 years of service | £15 |  |
| 15 years of service | £20 |  |
| 20 years of service | £25 |  |
| 25 years of service | £30 |  |
| General birthday | Birthday card |  |
| 18th Birthday | £25 |  |
| 21st Birthday | £25 |  |
| 30th Birthday  | £25 |  |
| 40th Birthday | £25 |  |
| 50th Birthday  | £25 |  |
| 60th Birthday | £25 |  |
| Professional achievement  | Congratulations card |  |
| Engagement | £20 |  |
| Wedding | £20 |  |
| Birth of a child | £20 |  |
| Long term sickness | £20 |  |