



Department of
Education

Shaping the future

WA Education Awards 2024

Nomination guide



education.wa.edu.au/awards



WA Education Awards 2024

The WA Education Awards celebrate the achievements of public schools in Western Australia, delivering positive outcomes for all students.

This year 6 award categories recognise schools that demonstrate excellence in leadership, teaching and learning (both primary and secondary), cultural responsiveness, disability and inclusion, and wellbeing.

This guide explains the awards program and categories, as we encourage your school to nominate for an award.

Key dates

Nominations open	June
Nominations close	Friday 16 August
Judging	September
Announcement of finalists	October
Presentation event	Monday 11 November

Prize money

In recognising school communities:

- winning schools receive \$20,000 to go towards a project or program
- finalist schools receive \$5,000 towards a project or program.

Nominations are open until Friday 16 August at education.wa.edu.au/awards.

Who can submit a nomination?

Public school staff (including principals), school council and board chairs and P&C presidents can nominate their own school for an award. Nominations can also be submitted for schools by Department of Education system leaders including collegiate principals, directors of education, public school review directors and central services directors. The principal must endorse the nomination before it is submitted.



Award categories

Excellence in school leadership

This award celebrates schools and teams taking an inclusive approach to leadership where shared responsibility and a focus on collective impact, rather than individual achievement, is encouraged. This award recognises schools that create and sustain the conditions for all students to achieve and progress. It acknowledges that collective leadership can happen at all levels.

Excellence in teaching and learning (primary)

This award acknowledges primary schools that demonstrate excellence in teaching and learning. It recognises schools that create an environment in which students are positively impacted through excellent learning and teaching. Schools being nominated for this award should demonstrate collaboration, inclusion and show innovative ways to enhance student achievement and progress.

Excellence in teaching and learning (secondary)

This award acknowledges secondary schools that demonstrate excellence in teaching and learning. It recognises schools that create an environment in which students are positively impacted through excellent learning and teaching. Schools being nominated for this award should demonstrate collaboration, inclusion and show innovative ways to enhance student achievement and progress.

Excellence in cultural responsiveness

This award recognises schools that lead equity and reconciliation through culturally responsive, approaches. It acknowledges schools that demonstrate a commitment to building culturally safe and engaging learning environments for Aboriginal students. The award recognises schools that lead the whole school community in strengthening their knowledge, understanding and respect for Aboriginal histories, cultures and languages. It celebrates schools that contribute to and benefit from reconciliation.

Excellence in disability and inclusion

This award acknowledges schools and teams that demonstrate excellence in meeting the diverse needs of students, their parents, families and communities. It recognises schools that provide engaging and inclusive learning programs and environments for students with a disability or an imputed disability. Schools being nominated for this award should demonstrate the collaborative, inclusive and innovative ways they are enabling equitable access to education and other opportunities.

Excellence in wellbeing and learning

This award acknowledges schools that demonstrate excellence in meeting the wellbeing needs of students, creating school environments where every student feels valued and welcome, enhancing student achievement and progress. This could be achieved through enrichment programs that engage students in learning such as sport or art, innovative partnerships or programs, or approaches that ensure all students have a sense of belonging and connection, that positively impact their wellbeing. These initiatives demonstrate successful student engagement by building strong relationships between students and the school community while considering the physical, psychological, social, spiritual and environmental contexts.

Who is eligible to be nominated?

All Western Australian public schools are eligible to be nominated.

All previous school nominees, finalists and winners of the WA Education Awards are eligible to be nominated in 2024.

Schools can be nominated in more than one category. K-12, remote community and district high schools can choose either the primary or secondary category which best suits the context of their school and nomination.

Write your nomination

For award nominations, all 6 of the Public School Review Standard domains must be addressed:

- relationship and partnerships
- learning environment
- leadership
- use of resources
- teaching quality
- student achievement and progress.

Your written statement needs to demonstrate the school's achievements against the 6 domains, supported with examples and evidence.

While all the domains are important, schools may determine that a greater focus is required on some over others.

When addressing the domains also reflect on:

- student achievement, both progress and performance
- inclusive cultures
- engagement with community
- impact for Aboriginal students and acts of reconciliation (if no Aboriginal students attend the school, then understanding Aboriginal cultures and commitment to knowing, being and doing acts of reconciliation).

As well as the Public School Review Standard, nominators may also refer to other resources, such as the:

- Quality Teaching Strategy
 - Teaching for Impact
- School Improvement and Accountability Framework
- Aboriginal Cultural Standards Framework
- The Alice Springs (Mparntwe) Education Declaration
- Disability Access and Inclusion Plan
- Equity, Diversity and Inclusion Plan
- Code of Conduct and Standards

These documents, and the Public School Review Standard, are available at education.wa.edu.au/awards.

The written statement must be no more than 3 pages and use size 11 pt Arial font. No other attachments or supporting documents are permitted.

Use your limited space wisely. If you decide to insert an image, it will quickly use up valuable space to tell your story.

Need help?

If you have any questions or need help, please email waeducationawards@education.wa.edu.au

How to nominate

Follow the step-by-step guide to prepare and submit your nomination.

1. Choose the award category

Select the category that best fits your school and your achievements to make your nomination shine. Do you have an inspiring story of leadership to tell? Is your whole school achieving great heights?

The school principal, leadership team, staff and broader school community should be informed and supportive of a nomination. The best nominations are a team effort.

2. Read the terms and conditions

Read the terms and conditions at the end of this guide for important information on eligibility, endorsement and other requirements.

3. Write the nomination

Your written statement needs to demonstrate your school's achievements in the context of the award category. Find out more about writing your nomination later in this guide.

You must use the written statement template to write your nomination.

Download the template at:
education.wa.edu.au/awards

4. Get endorsement

Once your nomination is complete, it must be endorsed by the principal.

5. Gather your documents and photos

When you submit your nomination, you will need:

- the completed written statement using the nomination template
- the signed nomination endorsement.

You are also encouraged to submit 5 photos of the school. These don't form part of the judges' assessments but will be used to promote your school if you are a finalist or winner. Where possible your photos should relate to the achievements outlined in your nomination and:

- be a mix of posed and action shots
- include staff and students, not focussed on facilities
- be at least 3MB each
- be in an image file format, such as JPEG (do not include photos in a Word document)
- have all relevant photo permissions.

All files must be named clearly and include the name of your school.

6. Submit the nomination online

Complete the nomination form online at education.wa.edu.au/awards. This is the final step in preparing your nomination. You need to complete the form in one go, so make sure you have all your finished documents ready to upload.

Nominations close 5:00 pm, Friday 16 August 2024. Please allow yourself plenty of time to complete the online nomination form as late submissions will not be accepted.

Support for nominators

If you would like assistance in writing or reviewing your nomination, a free independent writing consultant is available to all nominators.

Find out more about the nomination support service at education.wa.edu.au/awards. Requests for support will close at 5:00 pm, Monday 5 August 2024. To let us help as many as possible, nominations can only be reviewed once.

Shortlisting and judging

Selection of finalists

When nominations close, a shortlisting panel will assess each nomination and select 4 finalists for each category. All finalists will be subject to further endorsement by Corporate Executive and Standards and Integrity. Finalists will be announced in October.

Selection of winners

After finalists are announced, the judging panels will convene, consisting of high-profile Western Australians from a variety of professions with knowledge and links to education. Finalists will be asked to present to the judging panel. This may include face to face, online or a school site visit. The judges will consider each finalist's nomination, presentation and interview to select a winner.

Awards presentation event

The winners will be announced at a presentation event in November. Representatives from all 20 finalist schools will be invited to attend.

Ambassador role

Winning and finalist schools and their staff are recognised as ambassadors for the WA education sector and may at times be called upon to participate in forums and speak at events. Activities following the awards may include:

- photo and video shoots promoting your achievements
- interview opportunities with local media outlets
- presenting at education forums and events
- judging for your award category in future years.



Terms and conditions

Definitions

In these terms and conditions:

- a. 'Department' means the Department of Education Western Australia
- b. 'school' and 'public school' mean a government school established under s.55 of the *School Education Act 1999* (WA)
- c. 'staff' means an employee of the Department of Education Western Australia
- d. 'website' means the Department of Education public website available at education.wa.edu.au, and the pages and information within.

Nominations

1. By submitting a nomination, the nominator and the endorsing principal of the nominated school agree to abide by these terms and conditions, and that a breach of may result in exclusion or disqualification at the determination of the Department.
2. Nominations by the following people may only be submitted for their own school:
 - a. public school staff
 - b. school council and board chairs
 - c. parent and citizens' association presidents.
3. Nominations by directors of education may be submitted for a school in their region.
4. Nominations by staff in the following positions, and not mentioned above, may be submitted for any school:
 - a. central services director and above
 - b. collegiate principal
5. All other persons are not eligible to submit a nomination, including but not limited to students, parents, third-party providers and community members.
6. Nominations must be submitted using the online submission form on the website before 5:00 pm Friday 16 August 2024.
7. The written statement must use the template provided on the website.
8. The written statement must be no more than 3 single sided A4 pages and use size 11pt Arial font.
9. All sections of the nomination must be completed, and all requested attachments provided.
10. By entering the awards, the nominator confirms that the school:
 - a. is responsible for maintaining parent/carer permission to publish student images
 - b. has recorded such permission for students featured in photos they submit
 - c. will inform the Department of changes to provided permission.
11. By entering the awards, the nominator and principal agree for their school photographs, profiles and other information to be used for promotional purposes by the Department of Education and Government of Western Australia.

Nomination endorsement

12. Nominations must be endorsed by the principal.

Eligibility

13. All Western Australian public schools are eligible to be nominated, including early childhood, education support and special educational needs.
14. Schools can be nominated in more than one category.
15. Individuals are not eligible to be nominated.

16. Previous whole-school winners, finalists and nominees of the WA Education Awards are eligible for nomination.
17. Nominations must be for a single school. Dual, joint or co-nominations will not be accepted.

Judging

18. Nominated and finalist schools may be subject to further endorsement by Corporate Executive and Standards and Integrity. The Department reserves the right to not proceed with, deem ineligible, exclude or disqualify a nomination where Standards and Integrity or other unresolved matters with the Department or other agencies are identified.
19. Shortlisting and judging panel members will not assess nominations over the specified page limits.
20. All nominated schools agree to abide by the decisions of the shortlisting and judging panels. No appeals will be considered, nor correspondence or feedback provided.

Finalists and winners

21. Principals of finalist schools are encouraged to attend either a 40-minute video conference or site visit with the judging panel, accompanied by one other school representative of their choice, at a date and time determined by the Department.
 - a. During the video conference, finalists may give a 20-minute presentation to the judging panel then participate in a 20-minute interview. Presentations should include visual aids such as a PowerPoint presentation.
 - b. While efforts will be made to provide support, the principal is responsible for ensuring their technological capacity to participate in the video conference and share their presentation, including compatible devices and bandwidth. Finalists will be provided the opportunity to test their equipment prior to the conference.
22. Winners will be announced at a presentation event in Term 4. Finalists must attend this event to remain eligible, unless in extraordinary circumstances at the discretion of the Department.
23. Where a finalist school is located outside the Perth metropolitan area, travel and accommodation for one night will be provided for 2 staff members to travel to Perth for the presentation event in accordance with travelling allowance provisions of the relevant industrial award. Travel and accommodation expenses will not be provided for additional staff or guests.
24. Finalist and winner schools are required to participate in promotional and media activities for the awards program. Principals must make all reasonable efforts to engage their staff, school and community in promotional activities as required.
25. Winning schools may be requested to present to Corporate Executive or other groups to share their story about the awards and how their win provided benefits to the school.

Prize money expenditure

26. Winning schools must allocate their prize money to a school project or program, professional development for staff, student resources or other suitable activities.
27. All prize money must be spent within the following calendar year.
28. Winning schools will be required to obtain expenditure approval from the Department using a provided form to detail the proposed expenditure of the prize money and outline the aims and expected outcomes of the expenditure.
29. Winning schools are required to submit a report detailing the outcomes of their expenditure within one month of completing it.

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