

Secretary's School Achievement Award 2019

The Secretary's School Achievement Award is a prestigious award presented to NSW public schools demonstrating achievements in teaching and learning outcomes, leadership, supporting the students and/or creating a sustainable learning environment.

This Information Pack will answer your questions about the award, eligibility and selection criteria for the award.

Who can apply?

Any individual NSW public school or a group of schools together are eligible to apply for the award.

What are the selection criteria?

The Award recognises a school's outstanding achievement in creating a sustainable learning environment on a **whole-of-school level** through a certain project. *(Please note – if your project has **not** affected the whole school outcomes, please consider applying for the Secretary's Award for an Outstanding School Initiative instead.)*

As an example, the project can demonstrate:

- Achievement of significant improvement in learning outcomes and opportunities
- Excellence in student learning initiative
- Maximising learning opportunities **for all students**
- Community leadership

All nominations must be endorsed by the school Principal/Line Manager. The Principal/Line Manager is also asked to provide a citation to be used in the Awards program should the nomination be successful.

How to nominate?

All nominations for this award are now accepted by the Public Education Foundation's online application system. To access this system visit www.publiceducationfoundation.org.au/scholarships and click on the relevant award.

Prior to starting the online process, the nominator may prefer to gather the necessary information ready to submit:

- School details (including name of principal and person preparing the nomination)
- Details of group of school if more than one school is involved in the initiative (including school name, principal name, Director PSNSW name)
- Project information:
 - Project summary (maximum 100 word summary of the project and its success)
 - Project description (maximum 300 words describing the project in more detail)
 - Outcomes in school plan (maximum 100 words describing how the project has contributed to outcomes in the school plan)
- Principal's endorsement and citation (the Principal will be sent an email requesting them to endorse the nomination, and provide a 100 word citation online)

Who selects the recipients?

It is anticipated that the selection panel will include representatives from the NSW Department of Education, the Public Education Foundation and an independent representative from the education sector. All applicants will be reviewed according to the criteria set out. Recommended nominees will then be presented to the Secretary, Department of Education for award selection.

When is the closing date for applications?

Applications close at **11.59pm on Tuesday 18 June 2019**. No late applications will be considered.

For further information including terms and conditions

Call the Public Education Foundation on **02 9266 8256** or email us at info@publiceducationfoundation.org.au

We also encourage you to visit our website www.publiceducationfoundation.org.au