



# Mount Hawthorn Primary Schools Board

## Commendation Scheme Instruction 1/12

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Mount Hawthorn Primary Schools Board  
1 Killarney Street  
Mount Hawthorn

This Instruction is issued by the Mount Hawthorn Primary Schools Board.

Effective: 31 May 2012

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## MOUNT HAWTHORN PRIMARY SCHOOLS BOARD COMMENDATION SCHEME

### INTRODUCTION

1. The aim of the Commendation Scheme is to provide the Board with a way of formally recognising exceptional, outstanding or meritorious conduct or service.
2. A Commendation can be awarded for a single act or for conduct, which takes place over a period of time. A Commendation comprises a certificate signed by the Chair and the Principals.
3. Annex A sets out the meaning of terms used in this Instruction.

### AIM

4. The aim of this Instruction is to provide guidelines for the awarding of a Commendation.

### AWARD OF COMMENDATIONS

#### **Awarding Authority**

5. The Board may award a Commendation to individuals, or collectively to a group, class or team.

#### **Types of Commendation**

6. The types of Commendation are therefore:
  - a. **Individual Commendations.** In recognition of outstanding or meritorious service or achievement
  - b. **Group, Class or Team Commendations.** In recognition of outstanding or meritorious service or achievement which resulted from group, class or team participation. A single certificate is awarded to the group, class or team.

#### **Qualifying Conditions**

7. Commendations may be awarded for exceptional, outstanding or meritorious conduct or service that significantly impacts on, and/or benefits the operations and/or activities of either or both of the Schools.
8. Commendations may be awarded to students, teachers & staff of the Schools and/or parents and/or members of the community.

## HOW TO MAKE A NOMINATION FOR A COMMENDATION

9. Nominations for the award of a Commendation may be forwarded to the Board at any time using the form attached as Annex B.
10. Each nomination for a Commendation must be supported by at least one other person and shall include:
  - a. full details of the action or service to be recognised by the proposed Commendation (the more detail the better); and
  - b. the proposed wording for the Commendation using the format set out in annex C (see also paragraph 12 below).

## COMMENDATION CERTIFICATES

### Format

11. The Commendation Certificate is to be a product worthy of the purpose for which it is issued, and suitable for framing.
12. The design and production of Commendation Certificates will be coordinated by the Board.

### Wording

13. The wording of the Commendation shall be in the first person and be simple, dignified and concise along the lines of the example in annex C.

## ADMINISTRATIVE PROCEDURES

14. On receiving a nomination for a Commendation, the Board shall consider the nomination as soon as possible and, at its absolute discretion, the Board shall decide whether or not to approve the nomination and award a Commendation. The Board may consider nominations for Commendations by email in accordance with its Terms of Reference.
15. Wherever possible, prior to the award of a Commendation, the recipient shall be contacted to confirm that they are willing to accept the Commendation. Subject to the views of the recipient, wherever possible, the Commendation should be presented personally to the recipient by the Board Chair and/or the Principals at an appropriate occasion.
16. No quota system applies to the Commendation Scheme, however, not more than one Commendation shall be awarded to an individual or group, class or team in recognition of the same conduct or service.
17. The Board shall maintain a Register of Commendations awarded.

### Annexes:

- A. Meaning of terms.
- B. Nomination form.
- C. Example of wording for a Commendation.

**ANNEX A TO  
POLICY INSTRUCTION 1/2012  
COMMENDATION SCHEME**

**MEANING OF TERMS**

1. The meaning of terms used in this Instruction is as follows:
  - **"Board"** means the Mount Hawthorn Primary Schools Board.
  - **"Chair"** means the Chairperson of the Board.
  - **"Commendation"** means a commendation awarded by the Board.
  - **"Commendation Scheme"** means the Board's Commendation Scheme
  - **"Parent"** means parent as defined in section 4 of the *School Education Act 1999*.
  - **"Principals"** means the Principal of the Mount Hawthorn Primary School and/or the Principal of the Mount Hawthorn Education Support Centre.
  - **"School"** means the Mount Hawthorn Primary School and/or the Mount Hawthorn Education Support Centre.
  - **"Student"** means a student enrolled at the School.
  
2. In this Instruction, the singular includes the plural and vice versa.

**ANNEX B TO  
POLICY INSTRUCTION 1/2012  
COMMENDATION SCHEME**

**NOMINATION FORM**

Person nominated for Commendation:	
Contact details for this person/group:	Address:  Telephone:  Email:
Person nominating:	
Nominator's contact details:	Address:  Telephone:  Email:
Person supporting the nomination:	
Supporter's contact details:	Address:  Telephone:  Email:
My reasons for nominating this person/group for a Commendation are as follows: (Please give as much detail as possible - attach a separate sheet if you like)	

My reasons for nominating this person/group for a Commendation are as follows:  
(Please give as much detail as possible - attach a separate sheet if you like)

The proposed wording for the Commendation Certificate is as follows:  
(Please see attached example)

We commend you for...

### BOARD USE ONLY

Information pack sent to Board	Date:
Nomination considered at Meeting (delete if not applicable)	Date:
Nomination considered by email (delete if not applicable)	Date(s):
Board's Decision	Approved / Not Approved  Date:
Signed on behalf of the Board:	
Certificate prepared	Date:
Commendation presented	Date:
Commendation register updated	Date:

**ANNEX C TO  
POLICY INSTRUCTION 1/2012  
COMMENDATION SCHEME**

**EXAMPLE OF WORDING FOR A COMMENDATION**

**MOUNT HAWTHORN PRIMARY SCHOOLS BOARD  
COMMENDATION FOR SERVICE**

**MR JOHN DOE**

*We commend you for your outstanding work in producing a master plan for the Mount Hawthorn Primary Schools campus. The master plan will guide the development of gardens and infrastructure at the campus for the next five years.*

*In developing the master plan, you have displayed excellent technical knowledge and skill and you worked under severe time constraints. You applied yourself diligently to all tasks and ensured the timely introduction of the master plan you developed.*

*Your achievements are of the highest order and are greatly valued and appreciated by the Mount Hawthorn Primary Schools Board.*

*Date*

CHAIR  
MOUNT HAWTHORN PRIMARY SCHOOLS BOARD

PRINCIPAL  
MOUNT HAWTHORN PRIMARY SCHOOL

PRINCIPAL  
MOUNT HAWTHORN EDUCATION SUPPORT CENTRE