

# Secretary's School Achievement Award 2021

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.

**Note – nominations on behalf of a group of schools *must* be supported by all schools involved.**

## 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**
- Evidence of how the Achievement aligns to the school plan
- 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.

**A school may submit a maximum of 2 nominations per year for this award.**

## 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](http://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)
- 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)
  - Sustainability of the project and impact on student outcomes (maximum 200 words describing the sustainability of the project and how the project relates to student outcomes) ***Additional documentation, to a maximum of 4 pages, may be attached to provide evidence of how the Achievement has met each of the criteria.***
- A photograph of the Achievement "in action"
- Principal/Line Manager endorsement and citation (the nominator must initiate a request ***via the online nomination*** to the Principal/Line Manager. This will result in an email being sent to the Principal/Line Manager 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 15th June 2021**. No late applications will be considered.

### For further information including terms and conditions

Call the Public Education Foundation on **02 7814 2806** or email us at [info@publiceducationfoundation.org.au](mailto:info@publiceducationfoundation.org.au)

We also encourage you to visit our website [www.publiceducationfoundation.org.au](http://www.publiceducationfoundation.org.au)