Appendix A

AWARD SYSTEM

Each week, the class teacher will select two students who have worked well in the previous week to receive a Merit award at either the K-2 or 3-6 assembly. An email will be sent to the parents of students in K-2 informing them their child will be receiving a Merit award at the next K-2 Assembly.

When a student has accumulated five Merit awards the awards should be placed in a zip-lock bag and sent to the school office. The five Merit awards will then be converted into a Gold award and this will be **presented at the next scheduled assembly**. If you wish the Gold award to be presented at a subsequent assembly please write this clearly on the zip-lock bag.

When five Gold awards have been achieved, the awards should be sent to the office where these will be converted into a Banner of Excellence. The Banner will be presented at the next assembly. Again you can nominate another assembly for the banner to be presented.

Occasionally a student achieves two Banner of Excellence awards in their time at Lane Cove West. To acknowledge this achievement the student will be presented with a school medal.

Recipients of Merit, Gold and Banner of Excellence awards will be published each week in Chatters.