

EX GRATIA STUDENT PAYMENTS POLICY

Rationale

Whittlesea Secondary College (WSC) Council recognises elite student achievement, and makes available a nominal ex gratia payment to students who perform or compete at elite levels. The purpose of the payment is to assist students and their family with expenses incurred as a result of the achievement, and is made only in circumstances where a cost to families would be involved.

This policy document sets out the guidelines College Council will follow in making available ex gratia payments.

Aims

- alert the staff member(s) responsible for communication and publication within the College community (e.g. website, year-level manager(s), Facebook etc.) in order to publicly recognise the achievement, and
- organise eventual images, vision and written information for publication.

Implementation

Definitions

College Council recognises that students may reach elite level in various ways.

- Elite refers to state or national level of a particular award, event, opportunity or achievement (“the achievement” hereafter), as described below.
- The following are examples of achievements that would normally qualify for consideration by Council:
 - sporting competitions (e.g. selection in state or national team competitions)
 - curriculum-specific competitions or awards (e.g. Eureka Award presentation in Canberra)
 - community-based awards (e.g. travel to another state to receive a citizenship award)
 - any other skill, talent or activity that takes the student into an elite level of competition, presentation, or award recognition (e.g. reaching the finals in a television talent show for a skill or talent)
 - cast selection in a stage or screen event.

Procedure

- The process for determining an ex gratia award is as follows.
 - A student achieves at an elite level 2 (defined by their sporting code/organisation)
 - The student or their parent/guardian applies in writing to Council for an ex gratia payment using the Notification of Elite Student Achievement Form (refer to Appendix A)
 - School Council considers the application in conjunction with this policy, and decides either to support or not support the application.
 - The applicant is made aware of the decision in writing.
 - If the decision is made to support the application, Council will do the following before presenting the student with the payment
 - organise a cheque to be drawn in the name of the student
 - obtain a signed Authority To Use Images Waiver and Reciprocity Agreement (refer to Appendix B) the student and their parent/guardian
 - alert the staff member(s) responsible for communication within the College community (eg. newsletter, website, and year-level managers) in order to publicly recognise the achievement and organise eventual images, vision and written information for publication.

Limitations

- Once deemed worthy, an applicant may receive a payment of up to \$250.
- Council must be mindful of the extent of payments across any one year.
- Normally, such payments should be limited to \$1000 per annum.
- Council may, in the event of higher than usual application numbers, grant a payment above \$1000 per annum if the limit has not been reached in previous years.
- The following are examples of achievements that would not ordinarily qualify for consideration of an ex gratia payment
 - an end-of-season trip for a regional representative sports team
 - obtaining employment, whether short-term or long-term, in another city, state or country
 - travelling to another city, state or country for a camp, tour or as part of a cultural exchange program.
- Council may refer unsuccessful applicants to other groups within the school community

Publicity

- It is anticipated and expected that publicity about Award participants will be distributed among media outlets.
- Award recipients and their parents/carers may be asked for their consent to such publicity in line with the [DET Photographing and Filming Students Policy](#) (refer to Appendix B).

Related Legislation and Policies

- [DET Photographing and Filming Students Policy](#)

Appendices

- Appendix A: Notification of Elite Student Achievement
- Appendix B: Student and Parent/Guardian Consent for Electronic Recording and/or Publishing

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

This Policy was last ratified by School Council in: 2017

Appendix A Notification of Elite Student Achievement

Congratulations on your achievement! We're proud of your success. Please use this document to notify us of your achievement, and for consideration of an Ex Gratia Student Payment by School Council.

Name: _____ Homegroup: _____

In what field is your special achievement?

- | | | |
|--|---|---|
| <input type="checkbox"/> Sporting | <input type="checkbox"/> Music | <input type="checkbox"/> Unique Skill |
| <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Performing Arts | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Community-based | <input type="checkbox"/> Special Interest | _____ |

What is the nature of your special achievement?

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Competing | <input type="checkbox"/> Receiving an award | <input type="checkbox"/> Performing |
| <input type="checkbox"/> Other (please specify) _____ | | |

Please provide details of your achievement:

When, where and how are you performing/receiving an award etc.?

Provide details about any expenses you or your family are likely to incur in participating in this special achievement:

APPENDIX B

Student and Parent/Guardian Consent for Electronic Recording and/or Publishing

Name of Student: _____ Year Level: _____ Date: _____

Name of Teacher (or other staff member) Requesting Permission: _____

The photographic / video / audio recording (**please circle**) of the above-named student is being sought for:
(insert purpose/use)

and/or

Name / type of schoolwork (e.g. art work, photograph, school project, poem, article, blog, podcast, video or digital story (**circle**)): _____

Permission is being requested to publish, reproduce and communicate the above on:

the school's intranet for students and teachers to access at school, home and the school's publicly accessible website

the school's secure intranet for students and teachers to access at school, and home

the school's secure intranet for students and teachers to access at school only

an educational website on the world wide web. If website, address where the item will appear:

http:// _____

or _____ (insert title of publication)

Your work has been selected to be used as a resource by the education department. It may be used at conferences, in printed and electronic publications, including the internet or video for educational purposes. If you agree to do this, the work will appear with your first name only.

* Please advise whether your work identifies a living person (other than you) and if so, how your teacher/the DET can contact that person to obtain their consent for your work to be published.

STUDENT AND PARENT/GUARDIAN CONSENT

I, _____, (full name of student) give permission to the State of Victoria (Department of Education and Training) to publish, reproduce and communicate my:
(Please tick)

- | | | |
|---|---|--|
| <input type="checkbox"/> Art work | <input type="checkbox"/> Blog | <input type="checkbox"/> Podcast |
| <input type="checkbox"/> Photograph | <input type="checkbox"/> Wiki | <input type="checkbox"/> Poem |
| <input type="checkbox"/> Video or digital story | <input type="checkbox"/> School project | <input type="checkbox"/> Other (please describe) |

Entitled: _____

Produced by me or of me on or about (insert date): _____

STUDENT IDENTIFICATION AND PRIVACY

If published, reproduced and communicated, I understand that for privacy purposes my work will be identified using the title of the work, my first name only, my year level and school. No other personal information will be published although I accept that that my identity may nevertheless be apparent by association to a number of people. If my work identifies a living person other than myself, I have advised my teacher/the DET how to contact that person to obtain their consent for my work to be published.

INTELLECTUAL PROPERTY AND COPYRIGHT

I understand that I hold the intellectual property rights but grant the State of Victoria (Department of Education and Training) licence to use them at no cost.

I grant permission for the State of Victoria (Department of Education and Training) to allow my work to be made available to other government and not for profit, non-government schools in Australia which are members of the National Education Access Licence for Schools (NEALS). This means that other schools may reproduce and communicate my work.

With reference to the above material, I grant permission to the Department of Education and Training to use, reproduce, distribute, communicate to the public, publish, publicly perform, publicly display, modify, adapt, translate, upload, download in any form or manner, and incorporate this material into other materials or works in any format or medium for any non commercial purpose and the right to sublicense those rights. This consent is for an indefinite period of time.

I understand that I can withdraw my consent at any time but I must do so in writing and forward it to the Communications Division, Department of Education and Training, Level 2, 2 Treasury Place, East Melbourne, 3002.

Student Name (print):	
Age:	Year Level:
Signature:	
Date:	

(where student is under 18 years of age)
Parent/Legal Guardian Name (print):
Parent Signature:
Date: