



Diverse Academies
Learning Partnership



Star Awards

STAFF ACHIEVEMENTS 2017

FREQUENTLY ASKED QUESTIONS

Who can enter?

The awards are open to all staff within the Diverse Academies Learning Partnership.

How do I submit a nomination?

This year the nomination form is online, please visit: www.surveymonkey.com/r/star-awards-2017. Please consult the category guide before completing your entry. One completed online nomination form is required per entry.

Who do I contact if I have a query?

Please email staraward@dalp.org.uk and a member of the team will respond to your query.

When is the closing date for entries?

Noon, Friday 9 June 2017.

How much does it cost to enter the awards?

Entry is free.

What period do these awards relate to?

Our judges will be looking for outstanding examples of best practice during the 2016/17 academic year. You may make references to activities which have taken place prior to this, but the substantive impact but have taken place within 2016/17. The only exception to this rule is for the lifetime achievement award.

Can I nominate a person for more than one category?

You can nominate a person for as many categories as you wish, but you must complete a separate nomination form for each category.

Can I enter more than one project/team in a single category?

Yes. If potential entries are distinctive and unrelated please feel free to submit both. Otherwise it is advisable to combine the best elements of each in a stronger single entry.

How will I know that my nomination form has been received?

Once you have submitted your entry you should see a 'Thank you for submitting your nomination' message. If you don't and want to check that nomination has been received, email staraward@dalp.org.uk.

How will I and the nominee know they have been shortlisted?

The outcome of the judges' review of submissions will take place by the end of the academic year. Those shortlisted will be informed via email by Wednesday 13 September 2017.

How are the entries judged?

A panel of judges will consist of representatives from across staffing groups and governance, and will meet to choose our winners.

If a judge is nominated for an award, they will be excluded from the shortlisting and decision process for the category nominated in. The remaining panel members will make both the shortlisting and final decision in this instance.

When are the winners announced?

The announcement of the winners will be made at the awards ceremony at the Kelham Hall & Country Park, on Thursday 19 October 2017.

Who can attend the award's evening?

The following guests will be invited to attend the evening's award ceremony:

- all shortlisted finalists*
- the individual who submitted a shortlisted nomination
- all SST members
- either the academy director + one academy SLT representative OR two academy SLT representatives†
- two BLG representatives
- two education directorate representatives
- all DALP board members and governors
- two representatives from new academies (who are not eligible to enter this year)
- two employee representatives e.g. a trade union or staff elected representative
- sponsor representatives

What is the programme for the evening?

The proposed programme for the evening is as follows:

18:00 Champagne reception

19:00 Dinner

20:45 Awards presentations

22:00 Awards presentation ends followed by drinks and entertainment

00:00 Carriages

What is the dress code for the evening?

The awards evening is a formal event and guests are requested to wear dinner dress i.e. a suit or tuxedo, cocktail dress or gown.

Will I have to buy tickets to attend the awards ceremony?

All guests will be invited to attend the event at no charge. Refreshments will be provided during the dinner, however guests will be expected to pay for additional drinks throughout the course of the evening.

How will I receive my ticket/s?

An email will be sent to all invited guests and will include an electronic copy of the formal event invitation.

How do I confirm my attendance?

All the details will be supplied in the e-invitation.

What happens if I am unable to attend?

Please inform the event organisers at staraward@dalp.org.uk at the first available opportunity if you are not able to attend, as it may present an opportunity to invite other guests. Your decision not to attend does not affect the judges' outcome, and if you are an award winner, the announcement will be made in your absence and a guest will be invited to receive the award on your behalf.

Transport

Guests are requested to arrange their own transport to and from the event, however academies may choose to organise group transportation to and from their academies if they wish.

*Team finalists – a maximum of four places are available for the awards evening. If spaces become available nearer the day, these will be offered to all team shortlisted finalists on a first come, first served basis.

† As determined by the academy executive principal or principal