

Thinking Schools Academy Trust
“Transforming Life Chances”

Staff Recognition Policy



This policy was adopted on	September 2022
The policy is to be reviewed on	

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1. Policy Statement

The Trust is committed to investing in the wellbeing of our staff, our recognition scheme is at the heart of creating a value-based culture of recognition, appreciation and gratitude.

The Trust recognises that recognition can be shown in many forms;

- from that simple and meaningful “thank you” at any time, from anyone, connecting all our people
- the celebration of a key achievement or reaching a milestone both professionally and personally
- peer to peer recognition, empowering employees to recognise their colleagues and seeing colleagues be rewarded
- a bonus payment that empowers managers to recognise the great
- Trust awards that can be celebrated across the whole organisation

The Trust is proud to have a range of initiatives that create our recognition pyramid which recognises the achievements of our staff and shows our appreciation of their contributions.

2. Scope

The initiatives and awards within this scheme will apply to all employees regardless of whether they work part-time, full time or term-time. The scheme does not apply to casual and supply staff.

3. Context

The scheme design is based on the recognition pyramid which has 5 levels of recognition. The different levels ensure that all members of staff in the Trust have the opportunity to be seen, recognised and rewarded throughout the year outside of their usual professional growth check ins and reviews.



4. General Principles

This scheme and individual initiatives within the scheme will be reviewed every 4 years or sooner. The Trust reserves the right to modify this policy and/or the accompanying processes to remain compliant.

There is no legislation that requires the Trust to undertake the initiatives within the scheme, the Trust however must;

- Comply with relevant tax and reporting rules, which may change from time to time at outlined by HMRC.

The Trust will monitor all monetary rewards and gifts -keeping a record of all rewards issued to staff and the monetary amounts associated.

- Comply with relevant protected characteristics and ensure that no staff member is discriminated against.

It is important that this policy be applied in a non-discriminatory manner. The Trust will monitor the equality impact of the policy at School and Trust level and will review the policy as necessary to prevent any direct or indirect discrimination.

5. Level One - A Culture of Appreciation - Catching People Doing Good

- 5.1 The purpose of this is to create a culture of appreciation and gratitude across the Trust. Providing staff with the means, skills and tools to give instant and spontaneous recognition.



This is the foundation of our recognition scheme and supports our aim to create a culture and an environment in which staff feel valued and are noticed and appreciated by one member of staff to another.

Being thanked has been found to increase our positivity and resilience and strengthen our connections with people around us. Staff who take the time to recognise and praise others experience more positive emotions and communicate more compassion and generosity to their colleagues.

5.2 It is more important than ever for managers and colleagues to show appreciation to each other's to ensure everyone feels cared for, connected and motivated.

5.3 Everybody loves to hear the words 'thank you' and studies have suggested that gratitude and appreciation can improve well-being, physical health, strengthen social relationships and help us cope with stressful times in our lives.

5.4 Staff and managers can use many mechanisms to say thank you;

- A 'thank you' in the corridor
- At the start or end of a 1-1 meeting
- At a team meeting
- Emails
- On the phone
- Post it note
- Weekly 10



Why not say thank you using one of our TSTARS Thank you postcards that are available to grab a bundle of from all school offices....?

6. Level Two - Celebrating key milestones

6.1 Long Service Awards

6.1.1 The Trust recognises that high standards and the quality of thinking and learning journeys for our students are dependent on the contribution, effort and loyalty of the staff it employs. As such, the Trust's Long Service Award Scheme is an opportunity to celebrate the great value of employee contribution.

The aim of this initiative is to set out the processes through which the loyalty and commitment of staff is rewarded.

6.1.2 This initiative applies to all employees within the Trust who have accrued the appropriate length of service. It does not apply to casual/supply staff.

6.1.3 Celebratory events will be arranged locally on an annual basis to recognise staff who have reached the key milestones of 5, 10, 15, 20 & 25 years' continuous service with the Trust.

6.1.4 Continuous service includes service at predecessor schools/academy's now merged into the Trust, providing service is continuous between the two (i.e. If you have joined the Trust from another school as a result of TUPE).

5 years	10 Years	15 Years	20 Years	25 Years
<ul style="list-style-type: none"> • Notification in School newsletter • Social media celebration on school platform • Email to awardee from SGR 	<ul style="list-style-type: none"> • Notification in School newsletter • Notification in Our Trust • Social media celebration on school platform • Email to awardee from SGR 	<ul style="list-style-type: none"> • £100 contribution towards a celebration lunch hosted by the Principal • Notification in Our Trust • Social media celebration on school platform • Email to awardee from SGR 	<ul style="list-style-type: none"> • £100 contribution towards a celebration lunch hosted by the Principal • Notification in Our Trust • Social media celebration on school platform • Email to awardee from SGR 	<ul style="list-style-type: none"> • £100 contribution towards a celebration lunch which will be attended by a member of the executive team • Notification in Our Trust Magazine. • Social media celebration on school platform • Email to awardee from SGR
5 Year lapel pin	10 Year lapel pin	15 Year lapel pin and a £50 gift card	20 Year lapel pin and a £75 gift card	25 Year lapel pin and a £100 gift card

6.1.5 Thinking Personnel will send out a notification to the office manager or department leaders to advise the names of staff who have reached a milestone in the length of their employment that academic year.

6.1.6 There is no legislation that requires the Trust to recognise long service, but the Trust must comply with relevant tax and reporting rules, which may change from time to time. Thinking Personnel will keep a log of all rewards issued to staff and the amounts associated.

6.1.7 Each year the following time frame will be followed:

When	What	Who
Term 1	Data collated and checked	Thinking Personnel
Term 2	Long Service Awards published	Thinking Creative
Term 2	Packs to be completed	Thinking Personnel
Term 3	Presentations and celebrations	Individual School
Term 4	Celebrations published	Thinking Creative

6.2 Recognising celebrations and occasions

6.2.1 The Trust is a family of schools and we want to be able to share and celebrate important milestones and life events of our staff outside of work. We recognise that life doesn't stop at the doors of our schools and there is so much more to be celebrated, valued and appreciated.

To celebrate and recognise big moments in our employee's lives outside of work

6.2.2 This initiative applies to all employees within the Trust. It does not apply to casual/supply staff.

6.2.3 Celebration cards will be sent to recognise key life events of our staff members, life events that will typically be recognised are outlined below;

Type of celebration	Criteria
Milestone birthday	21, 30, 40, 50, 60, 70
Family friendly	Maternity, paternity, adoption
New starter welcome	Any new starter to the Trust
Health related	Discretionary

6.2.4 Thinking Personnel will send a notification to the office manager or department leaders to advise the names of staff who are due to reach a milestone the following week (birthday, family leave, new starters). School Leaders will notify HR of any staff members who they would like to receive a card for health-related matters.

6.2.5 There is no legislation that requires the Trust to recognise life events, but the Trust must comply with relevant protected characteristics and ensure that no staff member is discriminated against.

Consideration will be given to any staff members whose personal beliefs or circumstances would not align with celebrations of such events, or where sending a card would not be appropriate.

7. Level Three – Think Ahead – Peer to Peer recognition

7.1 This level is aimed at embedding the use of peer to peer recognition through Think Ahead and fortnightly check ins, reinforcing a culture of appreciation. staff using Think Ahead complete fortnightly check-ins, these are available online and can be completed on a desktop, laptop, tablet or mobile. As part of the reflective check in process; staff can thank a colleague and staff can tag colleagues who've gone over and above their remit, notifying them and their manager. The dashboard on Think Ahead shows how often staff are recognised with @mentions, you can see how many mentions you have received or how many mentions someone in your team has received. It is a quick and easy way of showing your appreciation and praising colleagues and direct reports across the Trust.

Empowering employees to recognise the great

7.2 Think Ahead mentions are now linked to a clear reward scheme; staff will be rewarded depending on the number of mentions they receive.



7.3 Rewards will be issued three times per year in line with the dates outlined in the table below.

Thinking Personnel will be responsible for producing the Think Ahead reports and will provide a summary of figures to each School, outlining the number of mentions in the previous term.

Thinking Personnel will confirm to the Directors of Education and Headteachers the winners for that term and will liaise with Thinking Creative, who will publish the names of these winners.

The Trust Administrator will issue the vouchers to the relevant presenter and notify the school that a presentation needs to take place.

Period	Last check -in	Repos run	Winners announced	Presentation
Term 1 and 2	9 th December	Wc 12 th December	By 16 th Dec	Within the first two weeks of term 3
Term 3 and 4	31 st March	Wc 3 rd April	Wc 17 th April	Within the first two weeks of term 5
Term 5 and 6	30 th June	Wc 3 rd July	Wc 10 th July	Within the last two weeks of term 6

7.4 This scheme applies to all employees within the Trust who complete fortnightly check-ins via Think Ahead app. It does not apply to casual staff/supply or staff who do not use Think Ahead.

7.5 There is no legislation that requires the Trust to recognise long service, but the Trust must comply with relevant tax and reporting rules, which may change from time to time. Thinking Personnel will keep a log of all rewards issued to staff and the amounts associated.

8. Level 4 - Being Great – Manager Recognition

8.1. Headteachers have the opportunity to put forward employees whom they feel have worked exceptionally, outside of Professional Growth.

Rewarding staff for being great; demonstrating extraordinary talent and dedication to their role

8.2 To have worked *exceptionally* means;

- The employee has gone above and beyond their required duties, in a manner that has demonstrated an extraordinary talent and dedication to their role within the School and the Trust.

- The employee has shown superiority in their area of expertise, a skill set, their intelligence or the quality of their work which has provided first class outcomes or made a significant difference to our students, department or the school.

8.3 Headteachers have the responsibility to identify these staff and to complete the Being Great application form (Appendix 3). All forms must be sent to the Director of Education and Executive Business Manager for approval.

8.4 There is no appeal process for this recognition reward.

8.5 This scheme applies to all employees within the Trust. It does not apply to casual/supply staff.

8.6 Being Great application forms must be completed and authorised by the end of term 2. Forms should be submitted to the HR team by the 6th January. Bonus payments will be paid in the January payroll.

8.7 There is no legislation that requires the Trust to make bonus payments, but the Trust must comply with relevant tax and reporting rules, which may change from time to time. Thinking Personnel will keep a log of all rewards issued to staff and the amounts associated.

9. Level 5 – TSTARS Annual Celebrations – Trust Recognition

9.1 The Trust commit to celebrating staff annually to celebrate and honour the outstanding job staff have done to transform life chances of our young people and deliver significant impact to their school or central service.

To celebrate and honour the outstanding job staff have done to transform life chances of our young people

9.2 The TSTARS Awards will recognise both individuals and teams across the Trust in the following categories;

Individual Awards	Group Awards
Innovation award Primary teacher Secondary teacher Education support primary Education support secondary Support non-teaching CEO leadership award TSFE	Community Award Primary school of the year Secondary school of the year TSFE team of the year Sustainability Award

Public Vote
Unsung hero

9.3 The Trust will determine annually how the awards will be celebrated; celebrations may consist of online, regional or Trust level events.

Annual events will be determined based on the needs of the organisation at the time, ensuring that our students and staff are at the heart of our decision making.

9.4 TSTARS Awards will be managed on our TSTARS webpages, the general principles of the awards are outlined below;

- All staff will be able to submit nominations for each category
- Schools will not be able to submit Team nominations for their own school
- A panel of Heads and Executive Business Managers will shortlist nominations
- There will be 4 shortlisted nominations in each category
- A panel of Directors of Education will select the winners from each category
- The “Unsung Hero” winner will be selected by public vote that will be open to all staff, students and parents.

9.5 The first round of celebrations will be held in the academic year 23/24.

10. Further guidance for managers

Additional guidance is available to managers and is available on the Trust website. 10.2 All forms relating to this policy can also be found on the Trust website and are available to download.

Appendix 1- Thank you Postcard

Hard copies are available in staff rooms and office spaces to support staff being able to share their thanks with other colleagues.

Leaving a thank-you card is a great way to express your thanks and gratitude for the support you have received from a colleague. Simply write your message and hand to a colleague or leave on their desk.

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 THINKING SCHOOLS
ACADEMY TRUST

 TSTARS

Appendix 2 - Being Great Criteria

Every role with the Trust is pivotal to help us to achieve our aims and objectives to improve the life chances for every one of our young people. We know that everyday our staff deliver excellence through the work that they do.

Being great is designed to help support managers to recognise staff who exceed expectations and deliver to support our schools and services.

Whilst it is impossible to outline all the possibilities that a member of staff can show excellence, being great and going above and beyond, some examples can include:

- ✓ Dedication to their school or service
- ✓ Continuous personal development to enhance the work that they do within the Trust
- ✓ Enhancing or creating a provision/service for younger people/ service users that is outside of their duties
- ✓ Supporting colleagues and going above and beyond to support or help them
- ✓ Supporting young people to exceed expectations and believing in their individual abilities to excel

Examples of this can include:

- Supporting with project delivery and management
- Providing training and guidance to new staff
- Undertaking additional duties to support your school/service
- Helping to support colleagues or young persons through ensuring that they get the right help and support required
- Developing tools and enhancing knowledge to support learning and development
- Undertaking additional training that is not mandatory or a requirement or professional growth or CPD
- Providing excellent customer service throughout the year

Appendix 3- Application for Being Great

Headteachers have the opportunity to put nominate employee's whom they feel have worked exceptionally over the past year.

To have performed **exceptionally** means an employee has gone above and beyond their required duties, in a manner that has demonstrated an extraordinary talent and dedication to their role within the School and the Trust.

The employee has shown superiority in their area of expertise, a skill set, their intelligence or the quality of their work which has provided first class outcomes or made a significant difference to our students, department or the school.

Employee Name:	School:
Role:	Headteacher:

Please provide an explanation as to **why** you have put this member of staff forward for exceptional recognition. Please also include reference to the following:

- What have they done to exceed your expectations?
- What has been the outcome/ impact of their actions?

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Headteacher:	Signature:	Date
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Please complete the above form and submit it to your Director of Education or the Deputy CEO (for Central staff), for sign off.

Once signed off this must be submitted to hr@tsatrust.org.uk for Jamie Blake's attention.

Director of Education / Deputy CEO:	Signature:	Date
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