

# Viking Academy Trust



## Viking Spirit Award Policy

The VIKING ACADEMY TRUST 'Viking Spirit Award' Policy has been written following advice from EFA and Trust Auditors. It should be read in conjunction with the Staff Well-Being Policy and the Pay and Reward Policy.

**Approved by the Trust: Term 2 2016**

**Reviewed bi-annually: Term 2 2018**

**Last review date: N/A**

**Signed:**

**Chair of Trust**

# Viking Spirit Award Policy

## The Viking Academy Trust

### Schools in the Viking Academy Trust (VAT)

Chilton Primary School  
Ramsgate Arts Primary School  
Upton Junior School

This **Viking Spirit Award Policy** is relevant to all schools in the Viking Academy Trust.

### The Purpose

The 'Viking Spirit' Awards are our way of rewarding and recognising colleagues for living and role modelling our Viking values. The 'Viking Spirit' Award scheme is a simple reward structure that builds on our Trust values, allowing us to recognise and thank one another for above and beyond support, or simply a job well-done.

The following policy has been designed to give employees clear guidelines on the Viking Academy Trust 'Viking Spirit' Award recognition scheme.

This policy applies to all employees of the Viking Academy Trust.

The '**Viking Spirit**' Award scheme consists of three award levels: Bronze, Silver and Gold, detailed in the awards section of this policy.

Here at Viking Academy Trust we should all aim to recognise and reward our colleagues for professional or personal success, based on living our Trust values of: Leadership, Excellence and Teamwork - 'The Power of 3'.

### Responsibility for leading the reward scheme

The Board of Trustees have designated the Trust Personal and Appraisal Committee (PA Committee) with the responsibility of leading the Viking Spirit Award reward scheme.

### The Viking Spirit Awards

**'Viking Spirit' Bronze, Silver and Gold Awards:**

'Viking Spirit Bronze, Silver and Gold Awards are to be awarded where it is felt an employee has gone above and beyond whilst displaying great behaviours. This may vary by job role and function within the Trust, but you should be looking for examples of the behaviours which drive and/or support one or all of our Viking Academy Trust values.

### What's the Viking Spirit Bronze Award?

A 'Viking Spirit' **Bronze Award** should be used when an individual has demonstrated Viking values to improve the educational experience children in their school receive. This may be through directly working with the pupils or families in the school, it may be indirectly, working behind the scenes or out of hours.

#### Who makes the decision for a Bronze Award?

The Chair of the Trust Personal and Appraisal Committee will receive the nomination and will present it to the Board of Trustees to make the decision. The Trust Clerk will inform the Executive Headteacher of the outcome who will process the award.

#### What's the Award?

A letter from the Chair of the Board of Trustees (co-signed by the Chair of the relevant LAB) outlining the reason for the award should accompany the Bronze Award Certificate and £100 (voucher). (See Appendix 1 Letter template)

### What's the Viking Spirit Silver Award?

A 'Viking Spirit' **Silver Award** should be awarded to an exceptional performer, who has demonstrated several of the Viking values in an exceptional way, and/or over a sustained period to have a tangible effect on the success or reputation of their team or even the Trust as a whole.

The award is more valuable than a 'Viking Spirit' Bronze Award as it is for those specific occasions where additional recognition is deserved as a consequence of the tangible results of the behaviour.

#### Who makes the decision for a Silver Award?

The Chair of the Trust 'Personal and Appraisal' Committee will receive the nomination and will present it to the Board of Trustees to make the decision. The Trust Clerk will inform the Executive Headteacher of the outcome who will process the award.

#### What's the Award?

A letter from the Chair of the Board of Trustees (co-signed by the Chair of the relevant LAB) outlining the reason for the award should accompany the Silver Award Certificate and £250 (voucher). (See Appendix 1 Letter template)

## What's the Viking Spirit Gold Award?

A 'Viking Spirit' **Gold Award** is for an employer of the Viking Academy Trust that truly embraces our Viking Spirit - the shining stars of the organisation.

A **Gold Award** should be considered where an individual has played a major role in delivering results for the Trust, whilst demonstrating all of the Viking values!

### Who makes the decision for a Gold Award?

The Chair of the Trust Personal and Appraisal Committee will receive the nomination and will present it to the Board of Trustees to make the decision. The Trust Clerk will inform the Executive Headteacher of the outcome who will process the award.

### What's the Award?

A letter from the Chair of the Board of Trustees (co-signed by the Chair of the relevant LAB) outlining the reason for the award should accompany the Gold Award Certificate and £500 (voucher). (See Appendix 1 Letter template)

## How to make a nomination:

### The Process

All you have to do to nominate someone for a 'Viking Spirit' Award is to let us know who and why!

### Nomination window

The nomination window is always open!

To nominate someone for an award, the '**Viking Spirit Award Nomination Form**' (see appendix 2) must be completed, stating the name of the person and reason for your nomination and send directly to the Trust Secretary, Mrs C Southern, who will share with the Chair of the Trust Personal and Appraisal Committee (PA).

Nominations received by the Chair of the Personnel and Appraisal (PA) Committee will be raised as a '**Viking Spirit Award Nominations**' agenda item at the next Board of Trustees meeting. These are held termly (x6 year).

Following approval, the Executive Headteacher will confirm the Award Winner's details to the relevant Head of School and obtain the relevant certificate to arrange presentation. The Trust Business Manager will process the purchasing of the appropriate voucher.

## Budget Implications:

### Monitoring allocation of award money

Whilst the Trust does not want to put up barriers to rewarding excellence, it recognises the need for sound financial management and this requires budget planning. Therefore, a fixed amount of money has been set aside annually for this reward scheme.

The Trust has allocated an annual total of **£3000**. If the number of nominations exceed the budget set, the PA Committee will decide on the recipients of the award. The PA Committee have the right to defer nominations to the next financial window to be considered again. A nomination can only be deferred once.

The Trust's 'Finance, Audit and Risk Committee' (FAR committee) will monitor the budget allocation annually and review and adjust if required.

### **Reward Scheme and Performance Appraisal**

Recognising and rewarding excellence at work is at the heart of this scheme. Performance Appraisal, whilst similar, recognises and rewards performance measured against agreed targets and standards.

There is an overlap, however performance appraisal is an annual process every member of staff at the Viking Academy Trust must participate in, with pay progression decisions rooted in performance.

The '**Viking Spirit Reward Scheme**' celebrates and recognises employees who go above and beyond and role model our Viking values. It is the Trust's way of thanking staff members for giving that 'little bit extra' - often in ways that cannot be measured against a target or a set of standards.

### **Publicity:**

Where possible, the Trust would like to celebrate our 'Viking Spirit' Award Winners through our internal Trust communications. eg Staff presented with their certificate and award during school assemblies and celebrated in staff bulletins. Recipients will also feature in the Executive Headteacher's termly newsletter to staff and governors.

### **Effective Date**

This policy is effective from Term 6 2017

## Appendix 1 Letter template

Dear

### Viking Spirit Award

It is with great pleasure that we write to inform you that you have been chosen to receive a 'Viking Spirit Award'

As you are aware, the 'Viking Spirit' Award is the Trust's way of rewarding and recognising colleagues for living and role modelling our Viking values. It allows us to recognise and thank one another for above and beyond support, or simply a job well-done.

'Viking Spirit Awards' are bestowed where it is felt an employee has gone above and beyond whilst displaying great behaviours.

You have been awarded a \_\_\_\_\_ Award in recognition of ...

Alongside this letter detailing the Viking Spirit \_\_\_\_\_ Award, you will also receive a Viking Spirit Certificate and £\_\_\_\_\_ Gift Voucher.

On behalf of the Viking Academy Trust Board and members of Viking school governance, we thank you for truly embracing our Viking values of 'Leadership, Excellence and Teamwork: 'The Power of 3'.

We are proud to have you on board the Viking ship!

With our very best wishes

Chair of VAT Board

Chair of LAB

Appendix 2 Viking Spirit Award Nomination Form



**Viking Academy Trust**  
**Viking Spirit Award**  
**Nomination Form**



**Name of person nominated**

**Viking school nominee works**

**Role of nominee**

**Name of person nominating** *(Can remain anonymous but a name allows the panel to share feedback following the decision)*

**Reason for Nomination:** *please go in to as much detail as possible in order for 'Nomination Panel' to gain sufficient understanding...*

Please send completed nomination form to VAT Trust Secretary:  
[cheryl.southern@vikingacademytrust.com](mailto:cheryl.southern@vikingacademytrust.com)

