

Viking Academy Trust



Viking Spirit Award Policy

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

Approved by the Trust: Term 1 2017

Last review date: Term 5 2023

Signed:

Chair of Trust

Viking Spirit Award Policy

The Viking Academy Trust

Empowering children through education: One Childhood One Chance

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. It should be read alongside the Appraisal & Capability Policy, Well-Being Policy and Pay & Reward Policy & procedure.

The Purpose

The 'Viking Spirit' Award is 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 with the exception of those employed on the Leadership Pay Scale or working in a Leadership position within the Trust Central Team.

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 Viking schools' Local Advisory Bodies (LABS) with the responsibility of leading the Viking Spirit Award reward scheme.

The Viking Spirit Award

'Viking Spirit' Award:

The '**Viking Spirit**' Award is 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 Award?

A **'Viking Spirit' 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.

The recipient of the award is an exceptional performer, someone 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.

Who makes the decision to award the 'Viking Spirit' Award?

The Clerk to the Trust will receive the nomination and will share with the Head of School and Executive Headteacher who will add their comments to the recommendation. The Clerk will present the nomination form to the local governors at the LAB meeting to make the decision.

Once a decision has been made by the LAB committee, the Clerk to the Trust will process the award.

What's the Award?

A letter from the Chair of the Trust PA Committee (Mrs H Russell) and co-signed by the Chair of the relevant LAB - outlining the reason for the award should accompany the Award Certificate and £200 (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 Clerk to the Trust, Mrs N Costin clerk@vikingacademytrust.com

Nominations received will be raised as a **'Viking Spirit Award Nominations'** agenda item at the next LAB meeting. These are held termly (x6 year).

Following approval, the Clerk to the Trust will confirm the Award Winner's details to the relevant Head of School and obtain the relevant certificate to arrange presentation. The Clerk will organise for the Finance Officer to 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 Trust 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. Reviewed due to central staff changes Term 6 2020. Reviewed Term 1 2022 to reflect amendments to matrix (points system) for awarding the ‘Spirit’. Reviewed 2023 to amend & remove three tier award structure following staff survey outcome.

Appendix 1: Viking Spirit Award Matrix to ‘score’ nomination

VAT Spirit Matrix: To assist in the decision-making process

Impact Criteria to consider...	Comments...
Scope of Impact – Individual, Group / Cohort , School, Trust	
Part of Job Description - Yes, No , Partially	
Out of Contracted Hours- Yes, No	
Impact on Viking community - Low, Medium, High	



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.

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

You have been awarded the Viking Spirit Award in recognition of ...

You will also receive a Viking Spirit Certificate and £200 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

Mrs H Russell
Chair of Trust PA Committee

Mrs J Brand
Chair of Ramsgate 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 <i>(Can remain anonymous but a name allows the panel to share feedback following the decision)</i>	
Reason for Nomination: <i>please go in to as much detail as possible in order for 'Nomination Panel' to gain sufficient understanding...</i>	
Head of School / EHT comments:	

Please send completed nomination form to VAT Trust Clerk:
clerk@vikingacademytrust.com

