

## Bursaries/Scholarships Policy

### Rationale / Background

Montrose Bay High has talented students in a diverse field of endeavours. Our wider community recognises this and actively supports the recognition student achievements through the donation of bursaries and scholarships. Generally they are awarded at the final Presentation Day Assembly. Additionally, throughout the year many students seek financial assistance to support their specific endeavours.

### Requirements / Outcomes

Bursaries and scholarships are a major incentive for young people to continue in their particular field of excellence. The nomination and election process must be carefully considered. Because many awards contain a significant monetary component due process must be followed when determining the recipients.

Because the process of nominating, electing, informing and presenting End of Year awards is a time consuming process, the process must begin **no later** than September

1. Presentation Assembly Coordinator (PAC) is provided with copies of the previous year's Presentation Assembly program.
2. A list of previous sponsors is compiled. With support from Principal's Assistant letters are drafted and sent to sponsors seeking continual support. Additional sponsors can be sought if deemed appropriate by PAC and the Principal.
3. PAC informs specific year groups, subject groups and other relevant people as to what awards are available.
4. These groups then meet and with the PAC to work out a timeline for nominating and selecting students for particular awards. This is generally in grade and subject meetings, but special meetings may be convened if deemed necessary. Please note that many awards cannot and will not be finalised until after the subject results become known.
5. Intended recipients names are forwarded to the Principal and Senior Management who have final say.
6. The PAC, with support from the Principal's Assistant informs recipients of their success and requests that they attend the Presentation Assembly. The selected students are not informed of their award at this stage.
7. Thank you letters are written and sent to sponsors.

### Responsibilities

As this is a major marketing exercise and our major celebratory event of the year it is expected that all staff will have some role in determining the recipients of the awards.

1. The PAC is the overall person responsible for the bursaries and scholarships. They are to continually liaise with the Principal, Senior Management, year and subject groups about the process.
2. The PAC will determine the appropriate group who are to decide for whom the scholarship or bursary will be awarded to.
3. All groups who are to decide upon the awards **MUST** keep to the given timeframe worked out and communicated by the PAC. Failure to do so has a negative flow-on effect.
4. The PAC is responsible for community liaison.
5. Principal is responsible for assigning the role of PAC and will be their direct supervisor.

## (Appendix I) Sporting Bursaries Policy

### Rationale / Background

Many Montrose Bay High students represent the state for a variety of sporting endeavours. Often they are required to fund their own trip. There is often a short time between being notified of their selection in the state team and when the trip takes place therefore they have little time to raise significant funds. As such many parents and guardians seek school support in the form of a sporting bursary. As sport is an integral part in maintaining an individual's Health and Wellbeing and as our school actively pursues a culture of achievement, it is important that we support such claims for support. We are *connecting* with our students, our family and the sporting community.

### Requirements / Outcomes

Supporting specific endeavours during the year, Montrose Bay High will support students who have been selected to represent the state or selected for a prestigious event to the value of \$100. Half of this will come from the Student Leadership budget and half will come from the appropriate grade budget. For national representation, which is much less common, we will double our support.

For students to be eligible for the bursary they must do three things:

1. A written letter requesting support from the parent or guardian of the student needs to be forwarded to the Principal.
2. A photocopied letter from the appropriate body indicating the students' selection into the state team or prestigious event needs to accompany the requesting letter.
3. The student will need to write a Connections article relating to their endeavours on their return.

The cut-off date for these bursaries will be 31 October, or when the Senior Executive Officer mandates that all budgets are closed.

Many students are very successful in more than one field. Expecting national selections, budgetary restraints limit our capacity to support individual students on only on occasion per year.

### Responsibilities

It is the responsibility of the Principal and President of the Student Leadership council to write a congratulatory letter to the recipient of the bursary and provide them with an accompanying cheque.

Similarly if a request has been denied, due to reasons outlined above, it is the responsibility of the Principal and Student Leadership President to write a letter outlining the reasons.

The bursary recipient, with support from his/her Grade Coordinator, will be responsible for writing the Connections article.

Review date: