

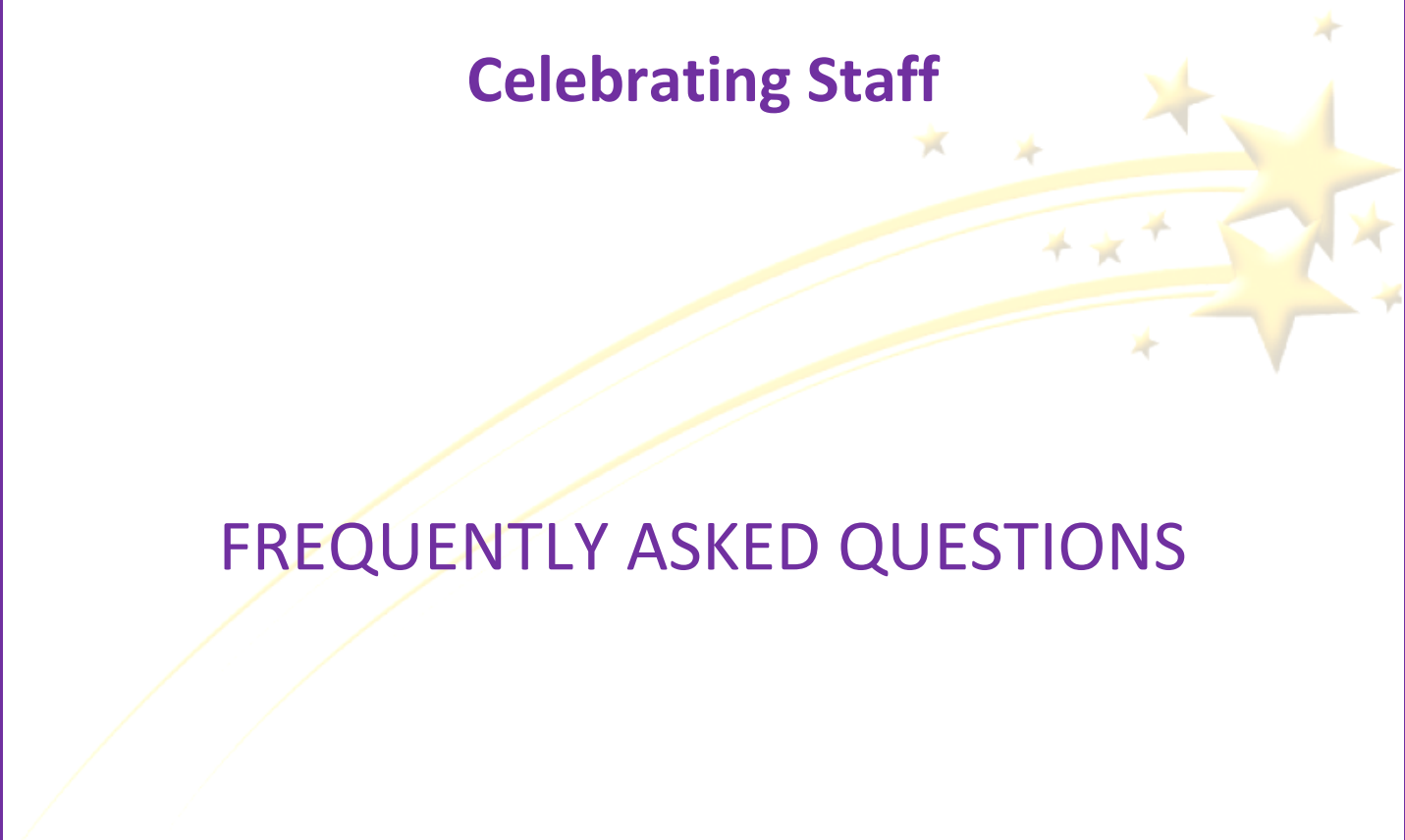


Northern Saints
Catholic Education Trust

Northern Saints Catholic Education Trust
Staff Awards

Celebrating Staff

FREQUENTLY ASKED QUESTIONS





Northern Saints
Catholic Education Trust

Who can enter?

The awards are open to all staff within our family of schools.

How do I submit a nomination?

The nomination form is can be found on the following website www.northersaintscatholiceducationtrust.org or your own school website. Please consult the category guide before completing your entry. One complete, please email your nomination form to StaffAwards@bccet.org.uk

Who do I contact if I have a query?

Please email dmollon@bccet.org.uk

When is the closing date for entries?

Friday 24 April 2020

How much does it cost to enter the awards?

Entry is free.

What period do these awards relate to?

Our Directors will be looking for outstanding examples of best practice over the past 12-18 months. You may make references to activities which have taken place prior to this, but the substantive impact should have taken place within this time. The only exception to this rule is for the 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.

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

The outcome of the Directors' review of submissions will take place beginning May 2020. Those shortlisted will be informed via email shortly after this timescale.



How are the entries judged?

A panel of judges will consist of the Northern Saints Catholic Education Trust Directors. If a Director is nominated for the Governance award, they will be excluded from the shortlisting and decision process for that category. The remaining panel members will make both the shortlisting and final decision.

When are the winners announced?

The announcement of the winners will be made at the awards ceremony at Ramside Hall on Friday 3 July 2020.

Who can attend the award's evening?

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

- ❖ all staff employed by Northern Saints Catholic Education Trust
- ❖ all SCITT and Teach First Trainees
- ❖ all Directors, one representative from each schools Local Governing Body
- ❖ sponsor representatives

What is the programme for the evening?

The proposed programme for the evening is as follows:

- ❖ 19:00 Drinks reception
- ❖ 19:30 Welcome and introduction
- ❖ 19:45 Awards presentations
- ❖ 20:30 Refreshment break
- ❖ 20:45 Awards presentations continue
- ❖ 21:30 Awards presentations end – open bar
- ❖ Midnight Carriages

What is the dress code for the evening?

The awards evening is a celebration event and dress code is black tie.

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

All guests will be invited to attend the event at no charge. Welcome drinks and three course meal will be provided, however guests will be expected to pay for additional drinks throughout the course of the evening.



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Do I need a ticket and do I need to bring it along to the event?

To support the success of the evening and for other practical reasons you will need a ticket.

How do I receive my ticket?

Your ticket will be distributed via your school, once confirmation of attendance is received.

How do I confirm my attendance?

All guests will be sent an invitation and instructions will be provided on how to confirm attendance.

What happens if I am unable to attend?

Please inform dmollon@bccet.org.uk at the first available opportunity if you are not able to attend, as it may present an opportunity to invite other guests.

Transport

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