



## **Celebrating Staff**

**FREQUENTLY ASKED QUESTIONS**



## **Who can enter?**

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

## **How do I submit a nomination?**

The nomination form is online, please visit: [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk) . Please consult the category guide before completing your entry. One completed online nomination form is required per entry.

## **Who do I contact if I have a query?**

Please email [mwalshe@bluecoat.uk.com](mailto:mwalshe@bluecoat.uk.com) .

## **When is the closing date for entries?**

Noon, Friday, 27<sup>th</sup> April 2018

## **How much does it cost to enter the awards?**

Entry is free.

## **What period do these awards relate to?**

Our Trustees 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 know that my nomination form has been received?**

Once you have submitted your entry you should see a 'Thank you for submitting your nomination' message. If you don't and want to check that nomination has been received, email [mwalshe@bluecoat.uk.com](mailto:mwalshe@bluecoat.uk.com).

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

The outcome of the trustees' review of submissions will take place by Friday, 11<sup>th</sup> May 2018. Those shortlisted will be informed via email by Friday, 18<sup>th</sup> May 2018.

## **How are the entries judged?**

A panel of judges will consist of the Archway Learning Trust Trustees. If a trustee 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 Trent Vineyard, on Thursday, 14<sup>th</sup> June 2018.



## Who can attend the award's evening?

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

- all staff employed by the Archway Learning Trust
- all Bluecoat SCITT Trainees
- all Trustees, Board Members and Local Governing Bodies
- sponsor representatives

## What is the programme for the evening?

The proposed programme for the evening is as follows:

18:00 Drinks reception

18:15 Welcome and introduction

18:45 Awards presentations

19:00 Canapés

19:30 Awards presentations continue

20:15 Awards presentations end – open bar

22:00 Carriages

## What is the dress code for the evening?

The awards evening is a celebration event and guests are asked to dress smart.

## 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 canapés will be provided, however guests will be expected to pay for additional drinks throughout the course of the evening.

## 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?

You will be sent your ticket by email once confirmation of attendance is received.

## How do I confirm my attendance?

All guests will be sent an e-invitation and instructions will be provided on how to confirm attendance. If you have not received this email by Monday, 30<sup>th</sup> April 2018 please contact [mwalshe@bluecoat.uk.com](mailto:mwalshe@bluecoat.uk.com).

## What happens if I am unable to attend?

Please inform [mwalshe@bluecoat.uk.com](mailto:mwalshe@bluecoat.uk.com) at the first available opportunity if you are not able to attend, as it may present an opportunity to invite other guests. Your decision not to attend will unfortunately affect the outcome of the award, should you be the winner as this will be awarded to the next person on the shortlist.

## Transport

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

