



Highfield
Leadership Academy

Leadership Passport



Leadership Passport

The award scheme which rewards the additional activities **YOU** do in and outside of the academy.

Completing activities throughout your time at the academy will help you build up to different levels of award:

Bronze

Silver

Gold

Platinum





Service, Teamwork, Ambition and Respect

The Leadership passport is based on our 4 key values which should be at the heart of everything that we do at Highfield:

- **Service** – Being a responsible citizen in our community.
- **Teamwork** - Working together for excellence.
- **Ambition** - Aspiring to be our best.
- **Respect** - Treating others as we wish to be treated





Service, Teamwork, Ambition and Respect

Each section of the passport is based on one of these values.

What do you need to do to be recognised for your **service to the community?**

- **Caring**
- **Environmental responsibility**
- **Sustainability**
- **Citizenship**
- **Charitable action**
- **Social action**
- **Ethical conduct**
- **Integrity**



Service



Some examples of what you might do

Service	Bronze	Silver	Gold	Platinum
	Fund raising as part of Form activity for Year group chosen charity	Fund raising as part of a small group (less than 10) for an identified charity	Fund raising as an individual (going it alone) for an identified charity	Identifying a charity, organising / coordinating a fundraising activity independently.
	Active involvement in voluntary service for 12 weeks (min)	Active involvement in voluntary service for 24 weeks (min)	Active involvement in voluntary service for 36 weeks (min)	Active involvement in voluntary service for 50 + weeks
	Reading leaders (with primary schools) for 12 weeks minimum	Reading leaders (with primary schools) for 24 weeks minimum	Reading leaders (with primary schools) for 36 weeks minimum	Reading leaders (with primary schools) for 50+ weeks
	Elected pupil council representative for one year	Attendance at pupil council meetings – full year		
	Prefect	Senior Prefect	Deputy / Assistant Head Boy / Girl	Head Boy / Girl
	Young anti-bullying ambassador (YABA)	As a YABA, training pupils in other Years to become YABAs		





Service, **Teamwork**, Ambition and Respect

What do you need to do to be recognised for your contribution to Teamwork or **working together towards excellence**?

- **Collaboration**
- **Resourcefulness**
- **Nurture partnerships**
- **Inclusive**
- **Encouraging**



Teamwork



Some examples of what you might do

Teamwork	Bronze	Silver	Gold	Platinum
	Participation in Sports Day to represent your Form.	Represent the academy in a sporting activity on 6+ occasions.	Represent the academy at Trust, LA, or county level in a sporting activity.	Represent the academy in a winning sporting team at Trust, LA, or county level. OR Represent the academy beyond the Trust, LA or county in a sporting activity.
		Represent the academy in external competitions e.g. Worldwide Quiz event	Being part of a winning team in external competitions e.g. Worldwide Quiz event	
	Be a regular member of a sports club – 12 weeks.			
	Be a regular member of an extra-curricular club – 12 weeks (e.g. music, drama, games, computer club)			
	Participate in a Form assembly – a reading or performance	Representing the academy in a drama production or musical		
	Co-ordinating / organising an Academy music performance – 12 hours commitment (min). This includes backstage crew, technical team etc.	Co-ordinating / organising an Academy music performance – 24 hours commitment (min). This includes backstage crew, technical team etc.	Co-ordinating / organising an Academy music performance – 36 hours commitment (min). This includes backstage crew, technical team etc.	Co-ordinating organising an Academy music performance – 50+ hours commitment. This includes backstage crew, technical team etc.



Service, Teamwork, **Ambition** and Respect

What do you need to do to be recognised for being ambitious - **aspiring to be your best?**

- **Have pride in our work**
- **Relish challenge**
- **Efficient**
- **Aspirational**





Service, Teamwork, **Ambition** and Respect

What do you need to do to be recognised for your Ambition - aspiring to be your best?

	Bronze	Silver	Gold	Platinum
Ambition	Year 10 Prefect	Senior Prefect	Assistant or Deputy Head boy / girl	Head boy / girl
	Academy competition entry winner (e.g. PTFA etc)	Local competition entry winner (art, sport, drama, writing, music etc)	National Competition entry runner –up or recognition of performance (art, sport, drama, writing, music etc)	National Competition entry winner / runner-up (art, sport, drama, writing, music etc)
	Accelerated Reader – achieving 50 points	Accelerated Reader – achieving 100 points	Accelerated Reader – achieving ‘Millionaire’ status	Accelerated Reader – achieving ‘Multi-Millionaire’ status
	Learn to Program via Code Academy – Python (25% Complete).	Learn to Program via Code Academy – Python (50% Complete).	Learn to Program via Code Academy – Python (75% Complete).	Learn to Program via Code Academy – Python (100% Complete).
	Nomination for Linguist of the Half Term in either Autumn 1 or Autumn 2.	In addition to Autumn nomination, further nomination for either Spring 1 or Spring 2.	In addition to Autumn and Spring nomination, final nomination for either Summer 1 or Summer 2	Nominated at least 3 times over the academic year for Linguist of the Half Term.
	Receiving 750 VIVOs.	Receiving 1500 VIVOs.	Receiving 2250 VIVOs.	Receiving 3000 VIVOs.
	Achieve 95+% attendance over a year.	Achieve over 97+% attendance over a year.	Achieve 99+% attendance over a year.	Achieve 100% attendance over a year.





Service, Teamwork, Ambition and **Respect**

What do you need to do to be recognised for showing respect - **treating others as you wish to be treated?**

- **Caring**
- **Cooperative**
- **Approachable**
- **Inclusive**
- **Considerate**
- **Attentive**
- **Appreciative**
- **Encouraging**



Service, Teamwork, Ambition and **Respect**



What do you need to do to be recognised for showing respect?

	Bronze	Silver	Gold	Platinum
Respect	Fund raising as part of Form activity for year group chosen charity	Fund raising as part of a small group (less than 10) for an identified charity	Fund raising as an individual (going it alone) for an identified charity	Identifying a charity, organising / coordinating a fundraising activity independently.
	Active involvement in voluntary service for 12 weeks (min)	Active involvement in voluntary service for 24 weeks (min)	Active involvement in voluntary service for 36 weeks (min)	Active involvement in voluntary service for 50 + weeks
	Become a young anti-bullying ambassador (YABA)	As a YABA, training pupils in other years to become YABAs		
	Achieving a qualification in umpiring or coaching	Undertake the role of a coach or umpire 6+ occasions	Undertake the role of a coach or umpire 12+ occasions	Undertake the role of a coach or umpire 18+ occasions
	Participate in the Shubhakamana Academy (Kathmandu, Nepal) Appeal – 12 weeks min	Participate in the Shubhakamana Academy Appeal – 24 weeks min	Actively participate in the Shubhakamana Academy Appeal – 36 weeks min, including an aspect of fundraising	Join a visit to Shubhakamana Academy in Kathmandu, Nepal



Why is the Leadership Passport important?

It recognises that it is not **only** exam performance which counts.

Involvement in clubs and activities is a valuable contribution to society.

Participation in such activities and opportunities helps develop an awareness that success is largely dependent on effort, diligence, perseverance, having a strong work ethic, mental toughness, self-discipline and an ability to maintain a positive attitude.

It is important that you not only “do your best” but “do the right thing” and play a full role in society.





Why is the Leadership Passport important?

Sixth Form Colleges, Universities and employers are looking for individuals who contribute to **all** aspects of school life and in **all** areas of society as well as having a series of good GCSE grades and other awards

Having some of these awards demonstrates to these groups that the school has recognised your 'all-round' contribution

You will have an 'official' certificate to be used as part of your CV





How does the passport work?

As you complete any activity, you should ask your facilitator / supervisor to sign and date your passport. You will need to write what you have done (*the name of the activity*) and give some details (*How long did you do it? When did you start or complete it? How many people did you work with? What was your role? Etc.*)

Bronze			
STAR Value	Activity	Details	Name & Signature of facilitator
Service			Date:
Teamwork			Date:
Ambition			Date:
Respect			Date:



How does the passport work?

Leadership activities begin with team work and being part of a team.

The Bronze award can be achieved by being involved in team-based projects.

The Gold and Platinum awards require leading an activity solo or being committed to an activity for a longer period of time – up to a full academy year or more - or being recognised for significant individual achievement.





How does the passport work?

To achieve full Bronze / Silver / Gold / Platinum status you must achieve at least one aspect in that category for each of the STAR values. No one activity can be credited for more than one value – e.g. participation in a form assembly can count towards **either** ‘Teamwork’ **or** ‘Ambition’, but not both.

Activities need to be ‘signed off’ in your passport, once completed, by the facilitating member of staff.

Achievements can be carried forward each year so you don’t ‘lose’ what you’ve done at the start of each new school year.

The Passport is the your responsibility.





When can I start working towards my Bronze Award?

You can look at your passport and start to collect evidence from today

Once you have achieved a target, see the supervisor / facilitator and ask them to sign your passport

Telling the activity supervisor you have achieved the target is not good enough! You need to be able to show that you have attended the relevant sessions / achieved a certificate / completed an activity/ have evidence to prove what you have achieved.

Once you have had a target signed off in all four areas of STAR you can inform your tutor. Your tutor will then email Mr. Johnson who will issue the formal certificates to your head of year to be awarded within assemblies.

