

ENTRY TERMS AND CONDITIONS

Entry Terms & Conditions 2022

For the purposes of the Awards an entry is the completion and submission of a category entry form.

An entry form can be completed and submitted by staff in schools or FE colleges, school or college governors or external stakeholders working closely with the school.

Entries can be submitted directly by schools or FE colleges **without** the need for an initial thank you.

Schools or colleges that have staff who have been thanked will be contacted and invited to enter that individual or team into the Awards. The form used to submit an entry is the same in both cases.

The Teaching Awards are open to any schools, MATs, trusts, partnerships or FE colleges wishing to enter a head, deputy head, teacher, teaching assistant, or whole school; a school trust or partnership of schools, or a lecturer or FE team in an FE establishment currently teaching in England, Northern Ireland, Scotland or Wales from all schools or colleges whether state maintained or independent. Category judges cannot enter their own schools into their own categories.

Schools can enter more than one nominee per category, but the entries must be unique; they can also enter other nominees into other categories.

An individual may only be entered into one category in any given awards year, unless, in the case of whole school, or FE Team awards they are also members of a wider team being entered, in which case, that person must not be the primary team leader.

A nominee cannot enter themselves into the Awards.

The Teaching Awards Trust will contact Headteachers/ Principals to inform them an

entry has been submitted. In the case of Headteacher entries, the Deputy Headteacher will be informed.

The Teaching Awards will not pass on details of the submitter to anyone making a general enquiry. Any enquiries of this nature will be directed to the Headteacher / Deputy Head at the school at whose discretion this information is disclosed.

Hereinafter the term nominee refers to a head, deputy head, teacher, teaching assistant, school team, trust / partnership, lecturer or FE team that has been entered for an award.

For the purpose of these Awards:

Primary includes those practitioners working with pupils in the 4-11 age range. This covers teachers in all schools teaching up to key stage 1 and key stage 2, including qualified teachers of nursery aged pupils in primary schools, teachers in maintained and independent nursery schools and teachers in independent schools with nursery provision. It also includes teachers in middle schools deemed primary.

Secondary includes practitioners working in all types of secondary schools with pupils in the 11-18 age range. This covers teachers in all schools with pupils above the age of eleven, and also includes teachers in middle schools deemed secondary.

Where a nominee teaches primary age and secondary-age pupils, as defined above, the entry should be made in the sector in which the majority of teaching time is spent. All full time, part time teachers and teaching assistants from every subject and activity area are eligible for entry, including teaching and non-teaching heads.

Where a peripatetic teacher is being entered for an award, they should be entered by the school at which they spend the most time and this should be their place of work on the entry form.

A nominee who has retired or will retire prior to the end of April of the Awards year cannot be entered for an Award. The Teaching Awards Trust cannot accept posthumous entries or entries for retired practitioners. An individual cannot enter themselves for an Award. Previous Teaching Award winners are not eligible for re-entry.

The Teaching Awards has the right to withdraw an entry if it becomes clear that the entry is not approved by a member of the senior management team at the nominee's school or evidence supporting the entry is found to be false or written by the nominee.

The Teaching Awards shall be permitted to exclude any nominee at any time at its sole discretion.

All entries must be received by midnight on 4 March 2022 for the Awards year. Entries received after the closing date will not be accepted, nor will any that are incomplete on this date.

Entries are accepted only via the Teaching Awards website www.teachingawards.com. Any entries emailed, posted or faxed will not be accepted. The Teaching Awards accepts no responsibility for failure to submit entries by the stated deadline or for incomplete entries or those lost due to problems with the internet. Proof of completion is not proof of delivery.

If during the course of the entry and judging period the nominee changes school, both the previous and current school may be required to provide evidence concerning the nominee for judging purposes.

If during the course of the entry and judging periods, the nominee retires or takes maternity/paternity leave the nominee may be required to return to the school to be observed in the classroom where possible.

If during the course of the judging period the nominee is unable to be judged on the pre-agreed date e.g. due to illness, it may become necessary to discount the entry. The Teaching Awards will do its best to help reschedule a judging visit within the allocated timescale. If this is not possible, the entry can be resubmitted for the following Awards year.

All material submitted as part of any entry and the copyright thereof, as well as the rights of any interviews, shall become the property of The Teaching Awards Trust. No entry or supporting material will be returned.

The nominee and submitter give all consents necessary for The Teaching Awards to produce publicity material based on the entry and judging report, which may be edited by the Teaching Awards if required, and agree to participate without financial reward in interviews, which may be used by the Trust in any form in the media worldwide.

The Teaching Awards may, at its discretion, change the award category for which any entry is made.

The decision of the judging panels is final in every situation, as is that of the Teaching Awards in all matters affecting the Awards, and no correspondence on this topic will be entered into.

Entry to The Teaching Awards is deemed acceptance of these rules and agreement to be bound by them. By agreeing to these Terms and Conditions, you also agree to our general website terms and conditions.

The Teaching Awards Trust reserves the right to change these terms and conditions at any time by posting changes online.