

The Westlands School

Student Leadership



Communication

Award Booklet

Name:

What are the student leadership awards?

Welcome to our Student Leadership Awards booklet!

This booklet celebrates the incredible contributions of our student leaders at Westlands School. From guiding our youngest pupils and assisting staff during busy breaks to helping make parent evenings a success, your efforts are vital to our school community.

We created these awards to honour your hard work and commitment. We'll be recognising students for their excellence in the following areas:

- **Communication**
- **Respect**
- **Teamwork**
- **Problem-solving**
- **Resilience**
- **Achievement**

Why is communication important?

Communication is more than just talking; it's the key to success in every part of your life.

In School:

- **Academic success:** Whether you're working on a group project, giving a presentation, or just asking a question in class, clear communication help you learn, collaborate and excel in your studies.
- **Building relationships:** communication helps you form strong friendships and build trust with teachers. It's how you connect with others, understand different perspectives and resolve conflicts.
- **Boosting confidence:** When you can express your ideas and opinions clearly you'll feel more confident in class and in all your interactions.

Beyond School:

- **Careers:** The ability to communicate effectively is a top skill employers look for. It's essential for interviews, teamwork and leadership.
- **Leadership:** Strong leaders are great communicators. They inspire others, share their vision, and build a positive environment where everyone feels heard and valued.

How will I be assessed?

Ready to earn your award? This is how it works!

On the next page, you'll see the criteria your teacher or assessor will use to evaluate your skills. They will give you points for each category based on your performance, from "Exemplary" (the highest score) down to "developing."

Your final score is the total number of points you earn, which will determine your award level for **communication**.

- **Pass:** 10–14 points
- **Good Pass:** 15–20 points
- **Excellent Pass:** 21–28 points

If you achieve 0-9 points you will need to continue working towards this award the next academic year.

You can collect evidence throughout the academic year until the submission deadline in May 2026.

Communication			
Category	Exemplary (4 Points)	Proficient (3 Points)	Developing (2 Points)
Clarity & Organization	Message is exceptionally clear, concise, and well-organized. Ideas are presented logically and effectively.	Message is clear, concise, and generally well-organized. Ideas are presented logically.	Messages are sometimes unclear or disorganized. Ideas may be presented illogically.
Verbal Communication	Uses articulate language, appropriate tone, and effective pacing. Speaks confidently and engages the audience.	Uses clear language and appropriate tone. Speaks confidently and engages the audience adequately.	Language may be unclear or inappropriate at times. Tone or pacing may be inconsistent.
Non-Verbal Communication	Demonstrates excellent non-verbal communication (eye contact, posture, gestures) that enhances the message.	Demonstrates effective non-verbal communication that supports the message.	Non-verbal communication is sometimes inconsistent or distracting.
Active Listening	Consistently demonstrates active listening by paying close attention, asking clarifying questions, and providing thoughtful feedback.	Demonstrates active listening by paying attention and asking relevant questions.	Occasionally demonstrates active listening. May miss important information or ask irrelevant questions.
Audience Awareness	Tailors communication style and content to the specific audience and context with exceptional skill.	Adapts communication style and content to the audience and context effectively.	Shows some awareness of audience and context but may not adapt effectively.
Written Communication	Writing is exceptionally clear, concise, and error-free. Demonstrates strong grammar, spelling, and punctuation.	Writing is clear, concise, and mostly error-free. Demonstrates good grammar, spelling, and punctuation.	Writing contains some errors or inconsistencies that may hinder understanding.
Feedback & Responsiveness	Actively seeks and incorporates feedback. Responds to questions and concerns promptly and effectively.	Responds to feedback and questions appropriately.	May be defensive or dismissive of feedback. Responds to questions may be delayed or inadequate.

What can I do to work towards my communication award?

There are lots of different ways you can work towards this award. Below are some ideas:

- Contribute towards an assembly
- Present in a staff briefing
- Support at open evening/parents evenings
- Run a club
- Support on duties
- Peer mentoring
- School plays/Dance shows/Music shows
- School council meetings
- Pupil Voice

How do I log my activities?

On the following pages you will see a table where you will need to log your activities, an example is provided below. You will need to select a staff member to sign this off. They will grade you from exemplary, proficient or developing.

Activity	Date	What did it involve you doing?	Staff Member to sign off	Staff member to RAG rate your contribution		
Contributed in an assembly	13/2/26	I contributed to my year group assembly by delivering a section on improving the school environment	KTR	Developing	Proficient	Exemplary

Activity	Date	What did it involve you doing?	Staff Member to sign off	Staff member to rate your contribution		
				Developing	Proficient	Exemplary
				Developing	Proficient	Exemplary
				Developing	Proficient	Exemplary

Activity	Date	What did it involve you doing?	Staff Member to sign off	Staff member to rate your contribution
				Exemplary
			Proficient	Proficient
			Developing	Developing

Activity	Date	What did it involve you doing?	Staff Member to sign off	Staff member to rate your contribution		
				Developing	Proficient	Exemplary
				Developing	Proficient	Exemplary
				Developing	Proficient	Exemplary

Activity	Date	What did it involve you doing?	Staff Member to sign off	Staff member to rate your contribution
				Exemplary
				Proficient
				Developing

Activity	Date	What did it involve you doing?	Staff Member to sign off	Staff member to rate your contribution		
				Developing	Proficient	Exemplary
				Developing	Proficient	Exemplary
				Developing	Proficient	Exemplary

Activity	Date	What did it involve you doing?	Staff Member to sign off	Staff member to rate your contribution
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				Developing

Activity	Date	What did it involve you doing?	Staff Member to sign off	Staff member to rate your contribution		
				Developing	Proficient	Exemplary
				Developing	Proficient	Exemplary
				Developing	Proficient	Exemplary

Notes/Reflections

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