






STUDENTS' SCHOLARSHIPS AND AWARDS POLICY

POLICY 027

THE ENGLISH WAY

COMPREHENSIVE CULTURE
OF EXCELLENCE

EFFECTIVE GOVERNANCE
AND FINANCIAL SUSTAINABILITY

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The Colegio de Inglaterra - The English School will give scholarships and awards for each school year, in accordance with the following policy.

1. DEFINITION OF SCHOLARSHIP

A scholarship is a recognition granted to students who have maximised their academic, artistic and sporting potential within the framework of leadership, responsibility and comprehensive excellence of "The English Way".




A scholarship is an exemption from payment of a percentage of the monthly payment fee (*pensión*) that a student must pay in any given education level of the school.

The Foundation will award the following scholarships to its students:

- 1. Academic Excellence Scholarship**
- 2. Sports Achievement Scholarship**
- 3. Cultural and Artistic Achievements Scholarship**
- 4. Elizabeth Masson Scholarship**

Additionally, the Foundation will give the following awards:




- 5. María Camila Velandia Award**
- 6. Juan Pablo Jiménez Award**
- 7. Head of School–Rector Excellence Award**
- 8. Best Pruebas Saber 11° Results Award**

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2. STRATEGIC OBJECTIVES



CODE	STRATEGIC OBJECTIVE
CCE 1a (i)	The TES School Leadership and Staff to further develop engagement and communication with the Board of Directors, Parents Council and TESPAS on all school matters and in accordance with the systematic implementation of school policies and plans.
CCE 1a (iii)	Policy Handbooks of Board of Directors and School: Review and communicate all policies, especially Safety and Security, Admissions, Inclusion, Scholarships, Careers, Learning and Teaching, Language (Bilingualism, Third Language French), Numeracy, STEAM (Science and Technology), Health Well-being, as well as ensuring that protocols exist for effective implementation.
CCE 2a (i)	The TES Community (students, parents and staff) to creatively and meaningfully engage via the TES Arts working group, plan and develop policies in order to define 'artistic, creative and athletic excellence' and to increase and improve the role of the Arts in the school, e.g. through a "Global Hamlet" or other name Arts project.
CCE 2b (i)	The TES Community (students, parents and staff) to creatively and meaningfully engage via the TES Athletics and Sports working group, plan and policies in order to improve sports and physical education.
CCTEW 1a (i)	Re-definition of an 'English Way' policy to include selected definition of positive aspects of TES and English cultures.

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3. SCHOLARSHIP FUND

The annual budget of the Foundation shall include an allocation for scholarships the amount of which shall be calculated in accordance with the recommendations of the Head of School and Rector, the approval from the Board of Directors, the authorisation from the Academic Direction and the final approval from the General Assembly.




Scholarships may be full or partial, depending on the type, application or budget availability. The scholarships do not cover additional services such as transport, cafeteria, school supplies and textbooks, examinations, etc.

4. SECTIONS THAN CAN PARTICIPATE FOR A SCHOLARSHIP

Taking into consideration the distribution of students among the five (5) conventionally established school sections (Pre-School, Primary, Initial and Final Middle School, and Upper School) for the scholarship selection process, these sections will be comprised of different grade levels as follows:




- **Section 1: Pre-School** – Comprised of Pre-Jardin, Jardin and Transition.
- **Section 2: Primary** – Comprised of Grades 1 to 4.
- **Section 3: Initial Middle School** – Comprised of Grades 5 to 7.
- **Section 4: Final Middle School** – Comprised of Grades 8 and 9.
- **Section 5: Upper School** – Comprised of Grade 10.

This way, the first four sections will have approximately the same number of students with similar skills and abilities, making it possible to have a more objective and fair selection of scholarships in terms of competences. In addition, it is taken into consideration that the academic load of Grade 10 students is significantly heavier due to the Diploma Programme (DP) and, therefore, not comparable to the other sections.

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5. ACADEMIC EXCELLENCE SCHOLARSHIP

OBJECTIVE:	<p>The scholarship is awarded to students of Pre-School and Primary who obtain the highest average scores. In Secondary, it will be awarded to students who obtain the highest results when adding the final marks of each subject studied throughout the school year. In both cases, students must also comply with The English Way (discipline, constructive contribution and good representation of the school). In the event of a tie, the highest average or the highest result of the sum of the grades of Mathematics, Spanish and English will be taken into account. If there is still a tie, the scholarship will be awarded to the student with the best attendance record.</p>
PARTICIPATING SECTIONS:	<ol style="list-style-type: none"> 1. Pre-School 2. Primary 3. Initial Middle School 4. Final Middle School 5. Upper School
NUMBER OF SCHOLARSHIP RECIPIENTS:	Two (2) students per grade level. Twenty-six (26) in total.
SCHOLARSHIP COVERAGE:	<p>First place: It covers 50% of the monthly payment fees (<i>pensión</i>).</p> <p>Second place: It covers 25% of the monthly payment fees (<i>pensión</i>).</p>
DECISION DATE AND PERIOD COVERED BY THE SCHOLARSHIP:	The decision is made at the end of the school year and the scholarships cover the monthly payment fees (<i>pensión</i>) of the next school year.
ELIGIBLE STUDENTS:	Students from Pre-School to Grade 10.
THE DECISION IS MADE BY:	The Heads of Section. They inform the results to the Head of School and Rector.
NOTIFICATION OF THE DECISION:	The Head of School and Rector sends a letter to the scholarship recipients and the results are published on the school's website.
SCHOLARSHIP FORFEITURE:	Students forfeit their scholarship if involve in serious disciplinary problems or repeats them during the same school year with the corresponding disciplinary sanction.




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6. SPORTS ACHIEVEMENT SCHOLARSHIP

OBJECTIVE:	<p>This scholarship is awarded to students who excel in a sport specified in the curriculum, taking into account the parameters below. He/She must also comply with The English Way (discipline, constructive contribution and good representation of the school):</p> <ul style="list-style-type: none"> ▪ The student plays a sport with athletic excellence, showing skills and leadership. ▪ The student puts into practice the values of respect, fair play and fellowship while playing a sport.
PARTICIPATING SECTIONS:	<ol style="list-style-type: none"> 1. Primary 2. Initial Middle School 3. Final Middle School 4. Upper School
NUMBER OF SCHOLARSHIP RECIPIENTS:	Two (2) students per section. Eight (8) in total.
SCHOLARSHIP COVERAGE:	The benefit will cover 75% in each section divided into one scholarship covering 37.5% for the boys' category and one scholarship covering 37.5% for the girls' category.
DECISION DATE AND PERIOD COVERED BY THE SCHOLARSHIP:	The decision is made at the end of the school year and the scholarships cover the next school year.
ELIGIBLE STUDENTS:	Students from Grades 1 to 10.
SELECTION CRITERIA:	<p>It is a scholarship for students who stand out for their sports skills, results in competitions, discipline, effort and commitment to sports competitions, representing the school in accordance with The English Way.</p> <p>In the event of a tie between two or more students, the following criteria have been established as a tie-breaker:</p> <ul style="list-style-type: none"> ▪ The student who is a faithful ambassador of the values and student profile of the Colegio de Inglaterra - The English School. (The Physical Education teacher and coaches who have worked with the students make a qualitative assessment).




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	<ul style="list-style-type: none"> ▪ The student who shows leadership, for example, by being captain of a team at internal or external sporting events of the school such as the Sports Day and the tournaments of the recreation programme as well as in the organisation of events of the recreation programme and/or UNCOLI and AACBI tournaments, among other competitions. ▪ Evaluation of the awards that students have received when representing their school: Outstanding awards during sports events (medals, best player trophies, etc.).
THE DECISION IS MADE BY:	Teachers and coaches propose their candidates and the final decision is made with the Head of Sports.
NOTIFICATION OF THE DECISION:	The Head of School and Rector sends a letter to the scholarship recipients and the results are published on the school's website.
SCHOLARSHIP FORFEITURE:	Students forfeit their scholarship if involve in serious disciplinary problems or repeats them during the same school year with the corresponding disciplinary sanction.

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7. CULTURAL AND ARTISTIC ACHIEVEMENTS SCHOLARSHIP

OBJECTIVE:	<p>This scholarship is awarded to students who excel in cultural and artistic activities.</p> <p>Cultural and artistic activities mean the participation in any form of artistic expression (music, drama, poetry, visual arts, etc.) in events or activities held within the school premises or in external events in representation of our school.</p>
PARTICIPATING SECTIONS:	<ol style="list-style-type: none"> 1. Primary 2. Initial Middle School 3. Final Middle School 4. Upper School
NUMBER OF SCHOLARSHIP RECIPIENTS:	Two (2) students per section: One boy and one girl. Eight (8) in total.
SCHOLARSHIP COVERAGE:	<p>First place: It covers 50% of the monthly payment fees (<i>pensión</i>).</p> <p>Second place: It covers 25% of the monthly payment fees (<i>pensión</i>).</p>
DECISION DATE AND PERIOD COVERED BY THE SCHOLARSHIP	The decision is made at the end of the school year and the scholarships cover next school year.
ELIGIBLE STUDENTS:	Students from Grades 1 to 10.
THE DECISION IS MADE BY:	The Heads of Department (Arts, Music, Drama, Film and Languages -poetry and literature-) propose their candidates based on the activities carried out by each student: presentations, events in which they participated, awards won, etc. Then, they decide who should be the recipients of the scholarship. The Head of Section is informed of the results and then he/she reports them to the Head of School and Rector.
NOTIFICATION OF THE DECISION:	The Head of School and Rector sends a letter to the scholarship recipients and the results are published on the school's website.
SCHOLARSHIP FORFEITURE:	Students forfeit their scholarship if involve in serious disciplinary problems or repeats them during the same school year with the corresponding disciplinary sanction.

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8. ELIZABETH MASSON SCHOLARSHIP

OBJECTIVE:	<p>It is the most important recognition within the community of the Colegio de Inglaterra - The English School. Therefore, it is awarded to the student who outstandingly meets the following points:</p> <ul style="list-style-type: none"> ▪ Excellent academic performance throughout the school year, chosen from the top 10 averages in all terms. ▪ He/She commits to and excels in complementary and/or sports activities. ▪ He/She has exemplary disciplinary and coexistence records. ▪ He/She must be a school ambassador acting in a loyal, true and correct way both inside and outside the school premises. ▪ He/She is a role model. ▪ He/She embodies the IB learner profile and “The English Way”.
PARTICIPATING SECTIONS:	<ol style="list-style-type: none"> 1. Pre-School 2. Primary 3. Initial Middle School 4. Final Middle School 5. Upper School
NUMBER OF SCHOLARSHIP RECIPIENTS:	<p>One (1) student per section. Five (5) in total. Nominated students will receive an honourable mention.</p>
SCHOLARSHIP COVERAGE:	<p>This scholarship covers 75% of the tuition fee and 75% of the monthly payment fees (<i>pensión</i>).</p>
DECISION DATE AND PERIOD COVERED BY THE SCHOLARSHIP	<p>The decision is made at the end of the school year and the scholarships cover the next school year.</p>
ELIGIBLE STUDENTS:	<p>Students from Pre-School to Grade 10.</p>
THE DECISION IS MADE BY:	<p>Heads of Section. They inform the results to the Head of School and Rector.</p>
NOTIFICATION OF THE DECISION:	<p>The Head of School and Rector sends a letter to the scholarship recipients and the results are published on the school’s website.</p>
SCHOLARSHIP FORFEITURE:	<p>Students forfeit their scholarship if involve in serious disciplinary problems or repeats them during the same school year with the corresponding disciplinary sanction.</p>




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9. MARÍA CAMILA VELANDIA AWARD

OBJECTIVE:	This award is given to students of Grade 11 who excel in cultural and artistic activities. Cultural and artistic activities mean the participation in any form of artistic expression (music, drama, poetry, visual arts, etc.) in events or activities held within the school premises or in external events in representation of our school.
PARTICIPATING SECTIONS:	Upper School
NUMBER OF AWARD RECIPIENTS:	One (1) student of Grade 11.
AWARD PRESENTED:	María Camila Velandia Award
DECISION DATE AND AWARD PRESENTATION DATE:	The decision is made at the end of the school year and the award is presented during the graduation ceremony.
DECISION IS MADE BY:	Year Coordinator, DP Coordinator and Head of Upper School. They inform the result to the Head of School and Rector.
NOTIFICATION OF THE DECISION:	The Head of School and Rector presents the winner during the graduation ceremony and the result is published on the school's website.




10. JUAN PABLO JIMÉNEZ AWARD

OBJECTIVE:	This award is given to the student who is always showing the values and principles that govern the School's Educational Project through his/her actions. Additionally, his/her academic performance (the average) must be in the top 10 of Grade 11.
PARTICIPATING SECTIONS:	Upper School
NUMBER OF AWARD RECIPIENTS:	One (1) student of Grade 11.
AWARD PRESENTED:	Inscription on the Juan Pablo Jiménez Cup.
DECISION DATE AND AWARD PRESENTATION DATE:	The decision is made at the end of the school year and the cup is presented during the graduation ceremony of Secondary.
ELIGIBLE STUDENTS:	Students of Grade 11.
DECISION IS MADE BY:	Year Coordinator, DP Coordinator and Head of Upper School. They inform the result to the Head of School and Rector.
NOTIFICATION OF THE DECISION:	The Head of School and Rector presents the winner during the graduation ceremony and the result is published on the school's website.

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11. HEAD OF SCHOOL–RECTOR EXCELLENCE AWARD (Academic Excellence and Contribution to the Community)

OBJECTIVE:	<p>This award is given to a student of Grade 11 who outstandingly meets the following points:</p> <ul style="list-style-type: none"> ▪ Excellent academic performance throughout the school year, chosen from the top 10 averages in all terms. ▪ He/She commits to and excels in complementary and/or sports activities. ▪ He/She has exemplary disciplinary and coexistence records. ▪ He/She must be a school ambassador acting in a loyal, true and correct way both inside and outside the school premises. ▪ He/She is a role model. ▪ He/She embodies the IB learner profile and “The English Way”.
PARTICIPATING SECTIONS:	Upper School
NUMBER OF AWARD RECIPIENTS:	One (1) student of Grade 11.
AWARD PRESENTED:	Head of School-Rector Excellence Award
DECISION DATE AND AWARD PRESENTATION DATE:	The decision is made at the end of the school year and the award is presented during the graduation ceremony of Secondary.
THE DECISION IS MADE BY:	The Head of Upper School sends the nominees’ list to the Head of School and Rector who makes the final decision.
NOTIFICATION OF THE DECISION:	The Head of School and Rector presents the winner during the graduation ceremony and the result is published on the school’s website.

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12. BEST PRUEBAS SABER 11° RESULTS AWARD

OBJECTIVE:	This award will be given to the student with the best results in the Pruebas Saber 11°.
PARTICIPATING SECTIONS:	Upper School
NUMBER OF AWARD RECIPIENTS:	One (1) student of Grade 11.
AWARD PRESENTED:	Best Pruebas Saber 11° Results Award
DECISION DATE:	The winner is known once the ICFES publishes the official results of the Pruebas Saber 11°.
THE DECISION IS MADE BY:	The winner is selected from the ICFES result list.
NOTIFICATION OF THE DECISION:	The Head of School and Rector presents the winner during the graduation ceremony and the result is published on the school's website.




13. STUDENTS IN AN IMMERSION PROGRAMME

If the recipient of a scholarship is in an immersion programme¹, in accordance with the school's immersion programme rules, the benefit will be suspended during this period, but not for more than two (2) years. When the student returns to the school, he/she will continue to enjoy the benefit with the same conditions as established in this policy.

14. CRISIS MANAGEMENT




In the event of a crisis and with the authorisation from the Board of Directors, the Head of School and Rector and the Administrative and Financial Director, this policy may, in whole or in part, cease to be valid as long as the crisis persists. Nevertheless, monetary decisions are tied to the approved budget for the specific school year. Therefore, these decisions may affect the policy throughout the academic year.

¹ The immersion programme involves a student enrolling in a school abroad to continue his/her studies to improve a second language. After a specific period of time of being fully immersed in the target language, the student returns to school in his/her home country.

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15. VERSION CONTROL

VERSION	DATE			CHANGE TRACEABILITY	
05	03	Sept.	2019	<ul style="list-style-type: none"> Change control table included. The educational assistance for children of employees has been moved to the PLT-073 Educational Assistance for Children of Employees Policy. 	Quality Coordinator
06	14	Jul.	2020	<ul style="list-style-type: none"> More details on each scholarship were added. The scholarship awarding procedure was updated. The format was changed to simplify the scholarships and awards' details. The strategic objectives were added. The crisis management section was added. 	Quality Coordinator
07	06	Aug.	2020	<ul style="list-style-type: none"> New scholarship definition. New awards. The scholarship fund was clarified. The areas responsible for the revision and approval were added. Changes to the sections that can participate in the Scholarship and Awards Policy. 	Head of School and Rector and members of the Board of Directors

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16. RELATED POLICIES

- FEI Policy Handbook
- Community Handbook
- Educational Assistance for Teachers and Staff
- Institutional Educational Project (PEI)

17. APPROVAL AND DETAILS FOR REVISION

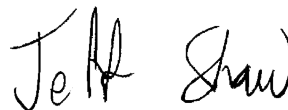
Approval and Revision	Details
Approval authority:	Board of Directors
Committee or task group that presents the document to the approval authority:	Board of Directors and Head of School and Rector.
Administrator:	Board of Directors and Head of School and Rector.
New revision date:	June 2021.

18. VALIDITY

This policy was approved by the Board of Directors on August 28th, 2020 and will come into effect as of its approval. The conditions established prior to the issue of this document shall be governed by the agreements herein and specifically signed.



ANDRÉS IZQUIERDO MORALES
President of the Board of Directors



JEFFREY NIGEL SHAW
Head of School and Rector