



SAS STAFF  
RECOGNITION WEEK

Dear Principal,

**Re: 3 – 7 September 2018 Celebration of SAS Staff Recognition Week**

Like you, the Public Service Association values the contribution to the school community of the work done by School Administrative and Support Staff.

Each year the Association organises SAS Staff Recognition Week to acknowledge the contribution of these staff whether they work in the office, the library, in the school grounds, in a classroom setting or in other roles.

Recognition Week is an opportunity to show these staff that they are appreciated for the important role they play within the school.

We have developed a list of suggested activities you may wish to undertake which we have included. We have also written a letter to the P & C inviting them to also celebrate the SAS Staff. It would be appreciated if you could pass this letter on to them.

We will send, by post, a Recognition Week package to the school including poster, bunting and other materials. This package will arrive in late August in time for the 3 September start.

Thank you in advance for your support and participation in this special week for SAS Staff.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Stewart Little".

Stewart Little  
General Secretary



160 Clarence Street, Sydney NSW 2000  
GPO Box 3365, Sydney NSW 2001  
P 1300 772 679

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**General Secretary** Stewart Little  
**President** Kylie McKelvie  
**PSA ABN** 83 717 214 309



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The President  
Parents and Citizens Association

Dear Madam/Sir,

**Re: SAS Staff Recognition Week 2018 – 3 to 7 September**

As we are sure you know each year the Public Service Association encourages the school community to celebrate the contribution of School Administrative and Support Staff (SAS Staff) to the success of the school and to all students' education.

Whether they work in the office, the library, in the school grounds or in the classroom all SAS staff play an important role.

SAS Staff Recognition Week is an opportunity for the school to show the appreciation of the school community and to acknowledge the vital role that SAS Staff play.

The PSA urges you to support Recognition Week and to organise or participate in activities that celebrate them and recognise the work of the SAS Staff in the school community.

Yours sincerely

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## Activity Sheet

Here are some suggestions for promoting Recognition Week and the contribution made by SAS Staff to the successful delivery of quality education in your school:

- ✓ Write a media release to send to the local newspaper with a photo of your SAS Staff
- ✓ Organise a morning tea for your SAS Staff
- ✓ Involve the P&C in the Recognition Week celebrations at your school
- ✓ Ask them to support Recognition Week by organising an activity
- ✓ Remind parents of Recognition Week and list the SAS Staff by name in their newsletter
- ✓ Talk to students about the work of SAS Staff at the school assembly during Recognition Week
- ✓ Introduce a classroom-based activity about the different jobs school support staff hold in the school
- ✓ Be a General Assistant for a day and see what it is like
- ✓ Write an article about SAS Staffs' work for your school newsletter
- ✓ Display the Recognition Week campaign poster in the school foyer
- ✓ Send your Recognition Week stories and photos to the PSA for inclusion in "Red Tape" send to [schools@psa.asn.au](mailto:schools@psa.asn.au)
- ✓ Recognise the work of your SAS Staff on the Community Notice Board outside your school



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