



Public Service Association of NSW

General Secretary Stewart Little **President** Nicole Jess

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Dear Principal

Re: Celebrating PSA Schools Recognition Week: 4-8 September 2023

This year's PSA Schools Recognition Week theme is *Enhancing Public Education*.

We know you are aware of the valuable work school support staff do every day of the school year. These staff members support everyone in their school communities, from the teaching staff to the students and families, as well as each other.

Each year the Association organises PSA Schools 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, supporting the wellbeing of students or in other roles

School support staff and PSA Schools Recognition Week is an opportunity for you, and the school community, to show your appreciation to these dedicated staff members for their professionalism and hard work.

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 school support staff. It would be appreciated if you could pass this letter on to them.

Here are some suggestions for promoting PSA Schools Recognition Week and the contribution made by school support staff to the successful delivery of quality education:

- Write a media release to send to the local newspaper with a photo of your SASS and other school support staff.
- Organise a morning tea or lunch.
- Involve the P&C in the Recognition Week celebrations at your school by asking them to organise an activity.
- Remind parents of Recognition Week and list the SASS and other support staff by name in the newsletter.
- Write an article about the work of support staff for your school newsletter.
- Display the Recognition Week campaign poster in the school foyer, your website and social media pages.
- Take as many photos of Recognition Week activities as possible and share them widely. Email them to the PSA at schools@psa.asn.au

We will send, by post, a PSA Schools Recognition Week package to the school including posters, pens, lanyards and other materials.

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

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Stewart Little', with a large, stylized flourish at the end.

Stewart Little
General Secretary
30 August 2023