



Hardwick Green Primary Academy

Character Development Passport

Name: _____

Class: _____

You will need to complete at least **three** of the criteria from **each** section. Guidance on how to show your achievements is below.

There will be a day at the end of each term when you can bring your completed passport to Mr Story or Mr Adams. They will verify your passport and then you will be given a special 'character award' and prize in an assembly at the very end of the term if you have met the criteria.

Participation:

Criteria	Guidance and examples	Evidence
Take part in a club outside school hours for at least a term.	This could be any club that is run by school, or it could be a club that you go to outside of school. You don't need 100% attendance but you do need to regularly attend for at least a term. Record the name of the club and the term that you attended it in the evidence box.	
Take part in a whole school event	This could be something like the Christmas concert or a music performance (choir or instrument). Record the name of the event and the term that you attended it in the evidence box.	
Help others to run a school event	This could be something like helping the adults with an after-school event like a disco, or helping with the Christmas fair. Record what you did and how it helped in the evidence box.	
Support other children in school	This could be something like acting as a reading buddy in breakfast club, or helping in the dinner hall. Record what you did and how it helped in the evidence box.	
Achieve a recognised award from a club or organisation outside of school.	This could be something like a swimming award or participation award from a sports club outside of school. Record the award, when you got it and when in the evidence box.	

Learning:

Criteria	Guidance and examples	Evidence
Have attendance of 95% or more for a term.	You can ask your parent or carer to check your current attendance on MCAS. Record your percentage for term in the evidence box if you have above 95%.	
To receive a RESPECT award for learning.	Any RESPECT award linked to an area of learning, for example excellence in a spelling test or teamwork in PE. Record the date of your award and the reason in the evidence box.	
Receive a subject award from your teacher	This could be an award from something in school such as Reading plus, Lexia, TT Rockstars, or an award given to you from a teacher relating to learning. Record the date of your award and the reason in the evidence box.	
Learn to master a new skill	This is a personal learning achievement for you. It could be something like learning to cook a meal, or to tie your shoe-laces! Some thing that you are proud of! Record your skill and when you mastered it in the evidence box.	
Achieve a recognised level or award in music, dance or sport	This could be from an activity in school, or something you attend outside of school. Record the type of award and the date of your award and the reason in the evidence box.	
Join a curriculum club in school for at least a term	Our academic clubs are those that are not linked to sports, for example book club or knitting. Record the name of the club and the term that you attended it in the evidence box.	
Make a contribution to preparing resources for a lesson	This could helping the teacher prepare resources for other children in the class, maybe at break or lunch time. Record what you did and when you did it in the evidence box.	

Leadership:

Criteria	Guidance and examples	Evidence
Lead a warm-up session or DNA in a lesson	You could help your teacher lead a maths or SPaG DNA by helping others and then going through the answers with them. Record what you did and when you did it in the evidence box.	
Become recognised 'pupil leader' in school.	This could be something like the playground sports leader (helping to lead activities on the playground) or a Digital Leader. Record your leadership role in the evidence box.	
Become a subject pupil champion	This could be, for example, Eco Club or Digital Leader. Record what subject you are a champion for in the evidence box.	
Help lead an assembly in school e.g. OPAL assembly.	You could help with OPAL assembly or read the picture book in Monday picture book assembly. Record which assembly you did and the date in the evidence box.	
Support an adult to lead an after-school or lunch-time club	You support Ronan with a sports club for younger pupils or could support Mrs Newton with Eco Club. Record which club you helped with and the date in the evidence box.	
Become a member of the action or communication team in the SMART school council.	Record your role in the evidence box.	

Service:

Criteria	Guidance and examples	Evidence
Raise money for a charity or organise a charity event	This could be through school or something you do with your friends or family. Record the charity, the date and how much money you helped raise in the evidence box.	
Take part in a community event in school or outside of school	Record what you did and when in the evidence box.	
Volunteer time to spend supporting others	This could be something like visiting a care home or writing a letter to the elderly. This could be through school or outside of school. Record what you did and when in the evidence box.	
Contribute to the service and maintenance of the academy building or surroundings	This could be something like litter picking or helping tidy an area of school. Record what you did and when in the evidence box.	
Achieve an award for contributing to a group in the school or wider community	Record your award and when you got it in the evidence box.	

Completion:

Completed on:	
Signed pupil:	
Checked by Principal / Deputy Principal:	
Date checked:	