1. **Preamble**

1.1 Coatesville Primary School believes in the personal growth and development of every student. The provision of a wide range of opportunities for leadership development enhances student self-esteem and self-confidence. The roles of House Captain and Vice Captains recognise the personal qualities and attributes of students which can open pathways to leadership opportunities in the future.

1.2 One female and one male student from each House will be elected as House Captains.

1.3 One female and one male student from each House will be elected as Vice House Captains.

1.4 House teams are Coates (green), Marriott (blue), Mackie (red) and Gould (yellow).

2. **Purpose:**

2.1 Two House Captains and two House Vice-Captains will be elected annually to:-

- represent the school with pride at formal occasions, whenever called upon to do so
- be outstanding role-models for other students by upholding/modelling the Coatesville PS Whole School Values
- demonstrate the attributes of the IB-PYP Learner Profile through their actions
- be reliable, helpful and courteous to students, staff, parents and school visitors
- Demonstrate positive leadership ability, good sportsmanship, excellent organisational skills and show initiative

3. **Guidelines**

3.1 One male and one female will be elected as House Captain.

3.2 One male and one female will be elected as House Vice-Captain.

3.3 An application process will be provided to students who wish to stand for election.

3.4 Grade 6 students will apply for positions in line with criteria via application letter to the Physical Education teacher.

3.5 Any student who has been suspended in the current year of the ballot will not be eligible to stand for election.

3.6 The Physical Education teacher, representative from the Leadership Team and Grade 6 teachers will select from student applications candidates for election.

3.7 Applicants will be advised in writing whether they have been successful in reaching the next stage by the Physical Education teacher.

3.8 Students nominated will be requested to prepare a speech stating why he/she should be House Captain, outlining reasons for qualification.

3.9 Speeches will be performed in front of House members from Grade 3 to Grade 6.

3.10 House members from Grade 3 to Grade 6 students will vote in the form of a secret ballot.
3.11 Candidates receiving the most votes will be elected as House Captains, those receiving the second most votes will be elected as House Vice Captains

3.12 House Captains and House Vice Captains are not eligible to be elected as School Captains, School Vice Captains or Student Representative Council members

4. **Implementation**

4.1 Elections for House Captains and House Vice Captains will take place within the first two weeks of the school year

4.2 The Physical Education teacher/s will coordinate the voting process

4.3 Students will be provided with a copy of the House Captains Policy

4.4 Students who consistently demonstrate the Whole School Values will be encouraged to apply and will be provided with this policy, a role statement and essential agreement prior to the commencement of the process

4.5 The Physical Education teacher, Assistant Principal and Grade 6 teachers, will meet to discuss applications

4.6 Any candidate who unduly pressures other students to obtain votes will become ineligible to proceed to the ballot

4.7 Applications will not be accepted after the closing date and time

4.8 Students who have been short listed will be invited to prepare a speech to deliver to their House team members from Grade 3 to Grade 6. The speech will include reasons why he/she would be the best candidate for the position of House Captain

4.9 Applicants will be advised, in writing, whether they have been short listed

4.10 The Physical Education teacher and Assistant Principal will meet personally with students whose applications have not been successful and provide feedback

4.11 At the conclusion of the speeches and a secret ballot will be held

4.12 Votes will be counted by the Physical Education teacher and Assistant Principal

4.13 The outcome of the ballot will be made available, as soon as is practicable, after the close of the ballot. The Principal will make the final decision in the event of a tie
   - The male and female candidates with the most votes will be appointed House Captains
   - The males and female candidates with the second highest number votes will be appointed House Vice-Captain

4.14 The successful House Captains and Vice Captains will be informed of the outcome and receive their badges at a whole school Assembly

4.15 Acknowledgement will be published in the school newsletter and on the school’s website

4.16 House Captains/Vice-Captains will be asked to sign a House Captains/Vice Captains Essential Agreement, in line with the International Baccalaureate philosophy

4.17 A Captain/Vice-Captain may be removed from office by the Principal or Assistant Principal if he/she fails to abide by the House Captains/Vice Captains Essential Agreement

4.18 House Captains/Vice Captains will meet regularly with the Physical Education teacher to arrange playground activities, organise borrowing of sports equipment, organise special sports days at school, such as Footy Day

5. **Evaluation:**

5.1 This policy will be reviewed every three years as part of the school’s review cycle.