1. **Preamble**

1.1 Coatesville Primary School is committed to the personal growth of every student through a range of leadership development opportunities that enhance student self-esteem and self-confidence. The role of School Captain and Vice-Captain recognises the exemplary personal qualities and attributes of students who will hopefully wish pursue pathways for further leadership development throughout their secondary school years and beyond.

1.2 One female and one male student will be elected as School Captains.

1.3 One female and one male student will be elected as Vice School Captains.

2. **Purpose:**

2.1 Two School Captains and two School Vice-Captains will be elected annually to:-
- organise and facilitate a range of student activities and events (e.g. school assemblies, SRC meetings, special events for school visitors)
- 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
- build positive relationships among students throughout the school.

3. **Guidelines**

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

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

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

3.4 Grade 5 students will apply in writing to the Principal for Captain/Vice-Captain roles for the following year.

3.5 Students involved in the election voting process will be the current Grade 4 & 5 students (i.e. the Grade 5 and 6 students of the following year).

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

3.7 The Principal will make the final decision regarding short listed candidates.

3.8 School Captains/Vice-Captains automatically become Student Representative Councillors and will chair the Student Representative Council meetings.

3.9 School Captains/Vice-Captains are not eligible to be elected as House Captains.

3.10 School Captains/Vice-Captains will participate in an induction program.
4. **Implementation**

4.1 The Assistant Principal, in conjunction with teachers, will coordinate the voting process to elect Captains/Vice-Captains.

4.2 Elections will be held annually during December of the year prior to taking up the Captain/Vice-Captain appointment.

4.3 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.

4.4 Applications will not be accepted after the closing date and time.

4.5 The Principal and Assistant Principal, in conjunction with teachers, will shortlist applications.

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

4.7 The Principal or Assistant Principal will meet personally with students whose applications have not been successful and provide feedback.

4.8 Students who have been short listed will be invited to prepare a speech to deliver to the Grade 4 & 5 students. The speech will include reasons why he/she would be the best candidate for the position of School Captain.

4.9 The Principal and Assistant Principal will discuss with students, at an assembly, the need to choose the best person for the position. Students will be encouraged to consider each candidates leadership qualities and attributes.

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

4.11 Following the delivery of a speech to students, all students will vote in the form of a secret ballot, including the candidates.

4.12 The Principal and Assistant Principal will count the votes.

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 School Captain
   - The males and female candidates with the second highest number votes will be appointed School Vice-Captain

4.14 The successful candidates will be informed of the outcome in person by the Principal.

4.15 Badges will be presented at the first whole school Assembly in Term 1.

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

4.17 School Captains/Vice-Captains will be asked to sign a Student Leadership Essential Agreement, in line with the International Baccalaureate philosophy.

4.18 A Captain/Vice-Captain may be removed from office by the Principal or Assistant Principal if he/she fails to abide by the Student Leadership Essential Agreement.

5. **Evaluation:**

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

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This policy was last ratified by School Council on 28th October 2014

Coatesville School Council Meeting October 2014