

# COATESVILLE PRIMARY SCHOOL

## House Captains Policy

**Version:** Final **Date of Issue:** March 2008  
**Authorised:** School Council / / **Copy No.:**

### 1. PURPOSE

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 role of House Captain recognises the personal qualities and attributes of students which can open pathways to further leadership opportunities in the future.

### 2. SCOPE

This policy applies to the whole Coatesville Primary School community and will be made available to others on request.

### 3. DEFINITIONS AND ABBREVIATIONS

DEECD – Department of Education & Early Childhood Development.

### 4. RESPONSIBILITY AND AUTHORITY

This policy and procedure shall be issued under the authority of the Coatesville Primary School Council and was adopted at the School Council meeting on Wednesday March 12 2008.

### 5. POLICY/PROCEDURE

#### 5.1 Aims

To ensure that Coatesville Primary School elects House Captains and Vice Captains who will

- Provide an outstanding role-model for other students by upholding whole school Values and the responsibilities outlined in the Student Code of Conduct per the School Charter
- Demonstrate positive leadership ability and sportsmanship
- Be a good role model as a sportsperson for other students
- Show initiative
- Demonstrate good organisational skills
- Communicate effectively and be able to speak to House members confidently
- Demonstrate pride in the school
- Represent the school

## **5.2 Guidelines**

- Grade 6 students will apply for positions in line with criteria via application letter to the Physical Education teacher
- The Physical Education teacher, representative from the Leadership Team and Grade 6 teachers will select from student applications candidates for election
- Applicants will be advised in writing whether they have been successful in reaching the next stage by the Physical Education teacher
- One Boy and one Girl student will be selected as House Captains
- One Boy and one Girl student will be selected as House Vice Captains
- Students nominated will be requested to prepare a speech stating why he/she should be House Captain, outlining reasons for qualification
- Speeches will be performed in front of House members from Grade 3 to Grade 6
- House members from Grade 3 to Grade 6 students will vote in the form of a secret ballot
- Candidates receiving the most votes will be elected as House Captains, those receiving the second most votes will be elected as House Vice Captains
- House Captains and House Vice Captains are not eligible to be elected as School Leaders or Student Council members

## **5.3 Implementation**

- The House Teachers will coordinate the voting process
- Students will be informed of the House Captains Policy prior to the commencement of the process, and a copy provided upon request
- A representative of the Leadership Team, in consultation with the Physical Education teacher and Grade 6 teachers, will meet to discuss nominations, taking into account evidence regarding criteria eg. record of behaviour, leadership background etc.
- Once nominations have been decided the nominated students in Grade 6 will be informed and asked to prepare a speech
- The Physical Education teacher will discuss with students in Grades 3 – 6 the need to choose the best person for the position and that students nominated must not try to manipulate votes
- At the conclusion of the Student Leaders and Year 6 Student Council process House members in Grades 3 - 6 will hear speeches and complete a secret ballot
- Votes will be counted by the House teachers
- The successful House Captains and Vice Captains will be informed of the outcome and receive their badges at a whole school Assembly
- Acknowledgement will be published in the school newsletter
- House Captains and Vice Captains will be asked to sign an understanding of their roles and duties
- House Captains and Vice Captains may be removed from office by order of the Principal or Assistant Principal if they fail to abide by the Student Code of Conduct

## **7. RECORDS**

House Captains will be published on a perpetual shield.

**8. TRAINING**

House Captains and Vice Captains will attend regular meetings with Physical Education teacher and other interested staff

**9. REVIEW**

This policy will be reviewed as part of the school's review cycle.