

1. Definitions

- 1.1 Whole School Values - Respect, Harmony, Responsibility, Achievement, Cooperation
- 1.2 IB-PYP – International Baccalaureate Primary Years Program
- 1.3 SRC- Student Representative Council
- 1.4 House Captains - House Captains and House Vice Captains
- 1.5 School Captains - School Captains and School Vice Captains
- 1.6 Principal Class - Principal and Assistant Principal

2. Purpose

- 2.1 To define the roles and responsibilities of the Coatesville Primary School House Captains.
- 2.2 To provide clear guidelines regarding the democratic process of electing the House Captains.

3. Scope

- 3.1 This policy applies to all students in Grade 5 wanting to apply for the role of House Captain or House Vice Captain.
- 3.2 The procedures for a fair election and the eligibility criteria are outlined.

4. Policy

- 4.1 One female and one male from Grade 5 will be elected as House Captain for each of the four school houses (Mackie, Marriot, Coates, Gould).
- 4.2 One female and one male from Grade 5 will be elected as House Vice Captain for each of the four school houses (Mackie, Marriot, Coates, Gould).
- 4.3 In the absence of male or female applicants, two male or two female students will be elected as House Captains.
- 4.4 Students selected for these positions will serve their term during their Grade 6 year at Coatesville Primary School.
- 4.5 An application process will be provided to students who wish to stand for election.
- 4.6 House members from Grade 3 to Grade 6 students will vote in the form of a secret ballot, voting for a single male and single female representative.
- 4.7 House Captains will be elected after the School Captains are elected. School Captains are not eligible to be House Captains. House Captains are not eligible to be voted as SRC members.

Eligibility

- 4.8 Applicants are eligible to stand for election if they:
 - 4.8.1 are an enrolled Grade 5 student at Coatesville Primary School,
 - 4.8.2 have attended Coatesville Primary School for a minimum of 12 months,
 - 4.8.3 have an excellent attendance record,
 - 4.8.4 have not been suspended in the current year of the ballot,

- 4.8.5 have every intention of attending Coatesville Primary School for the duration of their Grade 6 year,
- 4.8.6 have consistently demonstrated the Whole School Values throughout their time at Coatesville Primary School, and
- 4.8.7 demonstrated leadership qualities including modelling positive behaviour.

House Captains Responsibilities

- 4.9 House Captains responsibilities may include, but are not limited to:
 - 4.9.1 leading their respective house teams at sports carnivals;
 - 4.9.2 assisting in running school sporting events;
 - 4.9.3 assisting in lunchtime activities for students;
 - 4.9.4 demonstrating positive leadership, good sportsmanship, excellent organisational skills and initiative;
 - 4.9.5 representing the school with pride at formal occasions when called upon to do so;
 - 4.9.6 being an outstanding role-models for other students by upholding/modelling the Coatesville Primary School Whole School Values;
 - 4.9.7 demonstrating the attributes of the IB-PYP Learner Profile through their actions; and
 - 4.9.8 being reliable, helpful and courteous to students, staff, parents and school visitors.

Election Procedures

- 4.10 The Physical Education teacher/s, in conjunction with Principal Class, will coordinate the election process to elect the House Captains.
- 4.11 Elections for House Captains will take place within weeks five and six of Term 4 for the following school year.
- 4.12 An election timeline, with application due dates and the date of the speeches and voting will be provided to all eligible candidates prior to the commencement of the process.
- 4.13 Eligible students will be provided with this policy, a House Captain Role Statement and the Grade Level Essential Agreement prior to the commencement of the election process.
- 4.14 Students will apply for positions, in writing, via an application letter to the Physical Education teacher.
- 4.15 Applications will not be accepted after the closing date and time.
- 4.16 The Physical Education teacher/s, Principal class and Grade 6 teachers will meet to discuss applications and short list candidates for election.
- 4.17 Applicants will be advised, in writing, as to whether they have been shortlisted.
- 4.18 The Physical Education teacher/s and/or Principal class will meet personally with students whose applications have not been successful and provide feedback.
- 4.19 Students who have been shortlisted will be invited to prepare a 2 minute 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.
- 4.20 The speech must focus on content, without gimmicks or distractions (e.g. PowerPoint, gifts, posters, etc.). Any candidate who unduly pressures other students to obtain votes will become ineligible to proceed to the ballot.
- 4.21 Speeches will be run on a single day. To be fair to all candidates, students who are absent on the speech day will not have the opportunity to delay or reschedule their speech.

- 4.22 At the conclusion of the speeches a secret ballot will be held. All students present will vote, including the candidates. Each student will vote for one male and one female House Captain.
- 4.23 The Physical Education teacher/s will coordinate the voting process.
- 4.24 Votes will be counted by the Physical Education teacher/s and Principal class.
- 4.25 The outcome of the ballot will be made available, as soon as is practicable, after the close of the ballot.
- 4.25.1 The female and male candidates with the most votes will be appointed House Captains.
- 4.25.2 The female and male candidates with the second highest number of votes will be appointed House Vice-Captain.
- 4.25.3 In the event of a tie, the Principal (in consultation with the Assistant Principal, PE and Grade 6 teachers) will make the final decision.
- 4.26 The successful House Captains will be informed of the outcome and receive their badges at a whole school assembly.
- 4.27 The unsuccessful applicants will be informed in person of the result, prior to the announcement of the successful applicants.
- 4.28 Acknowledgement will be published in the school newsletter and on the school's website.
- 4.29 House Captains will be asked to sign a House Captains' or Vice House Captains' Essential Agreement, in line with the Whole School Values and the IB-PYP philosophy.

Other

- 4.30 A House Captain may be removed from office by the Principal or Assistant Principal if they fail to abide by the House Captains' or Vice House Captains' Essential Agreement, or are behaving in a way that does not uphold the Whole School Values. .

5. Evaluation

- 5.1 This policy will be reviewed every second year as part of the school's regular policy review cycle.