

Purpose

To define the roles and responsibilities of the Coatesville Primary School Captains.

To provide clear guidelines regarding the democratic selection process of electing the School Captains.

Scope

This policy applies to all students in Grade 5 at Coatesville Primary School wanting to apply for the role of School Captain or School Vice Captain.

The procedures for a fair election and the eligibility criteria are outlined.

Definitions

IB-PYP – International Baccalaureate Primary Years Program

Principal Class - Principal and Assistant Principal

School Captains - School Captains and Vice School Captains

SRC- Student Representative Council

Whole School Values - Respect, Harmony, Responsibility, Achievement, Cooperation

Policy

Two students from Grade 5 will be elected as School Captain for the following year.

Two students from Grade 5 will be elected as School Vice Captain for the following year.

Students selected for these positions will serve their term during their Grade 6 year at Coatesville Primary School.

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

Students in Grade 4 and Grade 5 will vote in the form of a secret ballot, voting for two representatives.

School Captains automatically become members of the SRC and will chair the SRC meetings.

School Captains are not eligible to be elected as House Captains.

School Captains will participate in an induction program.

School Captains will receive a badge of office which is to be worn each school day.

Eligibility

We value diversity and inclusion and welcome students of all abilities and identities at CPS.

Students are eligible to stand for election if they:

- are an enrolled Grade 5 student at Coatesville Primary School,
- have attended Coatesville Primary School for a minimum of 12 months,
- have had a high level of involvement in the broader school program,
- have demonstrated a high level of competence in public speaking,
- have a satisfactory attendance record,

- have not been suspended in the current year of the ballot,
- have every intention of attending Coatesville Primary School for the duration of their Grade 6 year,
- have consistently demonstrated the Whole School Values throughout their time at Coatesville Primary School,
- have aspired and strived to achieve the highest standards of engagement in learning, and
- demonstrated leadership qualities including modelling positive behaviour.

School Captain Responsibilities

Responsibilities may include, but are not limited to:

- representing the student body at official school functions;
- disseminating information to the student body;
- planning for and leading weekly whole school assemblies;
- leading special school events;
- assisting the Principal and school staff when required (e.g. school tours); and
- welcoming and thanking visitors to the school.

Election procedures

Principal class, in conjunction with teachers, will coordinate the election process to elect School Captains.

Elections for School Captains will take place within weeks three and four of Term 4 annually for the following school year.

An application process and timeline, with application due dates and the date of the speeches will be provided to all eligible candidates prior to the commencement of the process.

Eligible students will be provided with this policy, a School Captain Role Statement and the Grade Level Essential Agreement prior to the commencement of the election process.

Students will apply for a School Captain role, in writing, via an application letter to the Principal.

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

A representative of the Principal class in conjunction with teachers, will shortlist candidates for election.

The Principal will make the final decision regarding shortlisted candidates.

Applicants will be advised, in writing, if they have been shortlisted.

A representative of the Principal class will meet personally with students whose applications have not been successful and provide feedback.

Students who have been shortlisted will be invited to prepare a three minute speech to deliver to the students from Grades 4 and 5. The speech will include reasons why the student would be the best candidate for the position of School Captain.

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. Cue cards will be provided by the school for students to use if they wish.

Speeches will be run on a single day if feasible. 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.

A representative of the Principal Class will discuss with students the need to choose the best person for the position. Students will be encouraged to consider each candidate's leadership qualities and attributes, and who they feel will represent them best.

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 the two students that would like to represent them as School Captains.

Votes will be counted by the representative of the Principal class.

The outcome of the ballot will be made available, as soon as is practicable, after the close of the ballot.

- The candidates with the most votes will be appointed as School Captains.
- The candidates with the second highest number of votes will be appointed School Vice Captains.
- In the event of a tie, the Principal will make the final decision.

The successful and unsuccessful candidates will be informed of the outcome, in person, by the Principal or their delegate.

School Captains will receive a badge of office at the final school assembly for the year.

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

School Captains will be asked to sign a Student Leadership Essential Agreement, in line with the Whole School Values and the IB-PYP philosophy.

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

Evaluation

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