



[Help for non-English speakers](#)

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Purpose

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

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

Scope

This policy applies to all students in Grades 3 - 6 at Coatesville Primary School wanting to apply for a position on the Student Representative Council.

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

The purpose of the SRC and their roles and responsibilities are outlined.

Definitions

- Action - an act initiated by students, which is authentic, meaningful, mindful, responsible and responsive (e.g. a change in attitude, a consideration or plan for action in the future, a demonstration of responsibility, or of respect for self, others and the environment, an engagement in school decision-making or an expression of support in community, local and global decision-making).
- FISO - Framework for Improving Student Outcomes.
- IB-PYP - International Baccalaureate - Primary Years Programme.
- Identity - including race, ethnicity, religion, ability, gender, and sexual orientation.
- Learner Profile - The IB learner profile fosters a distinctive set of 10 attributes which are: Knowledgeable, Inquirer, Balanced, Open-Minded, Principled, Reflective, Risk-taker, Caring, Thinkers and Communicator.
- Positive Behaviours Model - Guidelines and procedures for the management of student behaviour at Coatesville Primary School.
- Principal Class - Principal and Assistant Principals.
- SRC - Student Representative Council.
- Student Leadership - Students leading learning: students directing learning with guidance and support from teachers and others. Students leading decision making: Students participating in decision making about the school and their education.
- Student Voice - having meaningful opportunities for students to participate in decision-making processes that affect the student population, community and our school, where they can discuss, debate and decide on their own views and opinions.
- Whole School Values - Respect, Responsibility, Cooperation, Harmony, Achievement.

Policy

The purpose of SRC is to:

- support the inclusion of Student Voice and Leadership across the school, as part of Coatesville Primary School's commitment to IB-PYP, FISO and school improvement,

- develop student's independence and their responsibility for both their learning and the school community,
- offer leadership opportunities to build student's leadership qualities, self-esteem and self-confidence, and
- empower students by drawing on Student Voice to affect or change the decision-making processes within the school.

In addition to formal leadership roles within the SRC, all students are provided with leadership opportunities within their own class with rotating class roles and responsibilities.

Two student representatives from each class in Grades 3 - 6 will be elected as the class' SRC representatives for that year.

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

Students in each class will vote in the form of a secret ballot, voting for two representatives from their class only.

Elected students will participate in an induction program.

SRC members 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 enrolled at Coatesville Primary School, and intend to be for the remainder of the school year,
- have attended Coatesville Primary School for a minimum of 12 months,
- have a satisfactory attendance record,
- have not been suspended in the current year of the ballot,
- have consistently demonstrated the Whole School Values and the attributes of the IB-PYP Learner Profile throughout their time at Coatesville Primary School,
- have aspired and strived to achieve the highest standards of engagement in their learning, and
- demonstrated leadership qualities including modelling positive behaviour.

SRC member responsibilities

Responsibilities include but are not limited to the following:

- attend a weekly meeting with mentor teachers and other SRC members,
- facilitate class meetings fortnightly, at an agreed time, taking minutes to be fed back to SRC,
- gather students' opinions and ideas during class meetings and take these back to the SRC,
- represent the school with pride at formal and informal occasions,

- organise and facilitate a range of student events and activities,
- consistently model the Whole School Values,
- consistently demonstrate the attributes of the IB-PYP Learner Profile attributes through their actions,
- take action, in consultation with fellow SRC members and the school community, to instigate positive change within the school for the Coatesville Primary School community, and
- contribute to the development of policies and procedures for students in clear (simple) language.

Election procedures

- A Principal's delegate, in collaboration with classroom teachers and Principal Class, will coordinate the election process.
- Elections will be held annually, within weeks 3 and 4 of Term 1.
- Prior to the commencement of the election process, class teachers, in Grades 3 - 6, will review this SRC policy with their whole class.
- 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 in writing, an SRC Role Statement and the previous year's SRC Essential Agreement (as the new Essential Agreement will be co-created with the new SRC) prior to the commencement of the election process.
- Students in Grades 3 - 6 wishing to apply will write an application, in writing, during allocated class time to the Principal or delegate using the provided template.
- Applications written at home, outside of the allocated class time, or submitted after the due date will not be accepted.
- If a student is absent during the allocated class time for the written applications the school must be contacted in writing to request a change of time for the written applications. The Principal's delegate may consider another time, however this cannot be guaranteed.
- The Principal's delegate, in collaboration with a member of the Principal Class and a staff SRC Coordinator will shortlist applicants. The Principal will approve the final shortlist.
- Applicants will be advised, in writing, whether they have been shortlisted or have been unsuccessful.
- Students who have been shortlisted will be invited to prepare a two minute speech to deliver to the students in their own class. The speech will outline how they have demonstrated the school values and why they would make a good candidate.
- The two minute speech must focus on content, without gimmicks or distractions (e.g. PowerPoint presentations, gifts, posters, etc.) If a candidate is found to have pressured other students to obtain votes, they will become ineligible to proceed to the ballot and

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

- Speeches will be run on a single day. This date will be communicated through the SRC Election Timeline provided to all students who apply. 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.
- The classroom teacher 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 fairly and respectfully.
- At the conclusion of all of the speeches, students in each class will vote in the form of a secret ballot. Candidates are also eligible to vote. Students who are absent for the voting will not be able to vote.
- The classroom teacher will count the votes. The outcome of the ballot will be taken to the Principal for approval.
- The two students with the most votes will be elected as the class' SRC representatives.
- Successful candidates will be informed of the outcome in person by the classroom teacher. Unsuccessful applicants will be informed by the classroom teacher prior to the announcement of the successful candidates.
- The outcome of the ballot will be made available as soon as is practicable after the close of the ballot.
- In the event of a tie, the tied candidates will be notified in person of the outcome. All students in that class, including the candidates, will re-vote on the two applicants. In the event of a second tie, the classroom teacher, in consultation with the Principal, will make an executive decision.
- Badges will be presented at a whole school assembly in Week 6 of Term 1.
- Acknowledgement will be published in the school newsletter.
- Each SRC member will be asked to sign the SRC Essential Agreement for that year, in line with the International Baccalaureate philosophy and Coatesville Primary School values.
- A SRC member may be removed from office by the Principal or Assistant Principal if they fail to abide by the SRC Essential Agreement, or are behaving in a way that does not uphold the Coatesville Primary School values.

SRC support and organisation

- Coatesville Primary School staff members will volunteer to mentor the SRC.
- SRC members will meet weekly whenever possible with the SRC mentor/s.
- SRC members will hold fortnightly class meetings, take minutes and gather student voice and to report back to SRC team meetings.
- Through classroom and SRC meetings, discussions and collaborations, students are consulted for their opinions and ideas on the school and possible changes to the school.

Policy status and review

Created date:	October 2025
Consultation:	Policy committee - October 2025 School Council - November 2025
Endorsed by:	Principal and school council
Next review date:	2027