

House Captains & Vice-Captains Policy

Ratified by School Council October 2018

1. Definitions

- 1.1 IB-PYP – International Baccalaureate Primary Years Program
- 1.2 SRC- Student Representative Council

2. Purpose

- 2.1 Two House Captains and two House Vice-Captains will be elected annually to:
 - 2.1.1 lead their respective house teams;
 - 2.1.2 demonstrate positive leadership, good sportsmanship, excellent organisational skills and show initiative;
 - 2.1.3 represent the school with pride at formal occasions when called upon to do so;
 - 2.1.4 be outstanding role-models for other students by upholding/modelling the Coatesville PS Whole School Values;
 - 2.1.5 demonstrate the attributes of the IB-PYP Learner Profile through their actions; and
 - 2.1.6 be reliable, helpful and courteous to students, staff, parents and school visitors

3. Scope

- 3.1 One female and one male from Grade 6 will be elected as House Captain.
- 3.2 One female and one male from Grade 6 will be elected as House Vice-Captain.
- 3.3 An application process will be provided to students who wish to stand for election.
- 3.4 House members from Grade 3 to Grade 6 students will vote in the form of a secret ballot.
- 3.5 House Captains and House Vice-Captains will be elected after the School Captains and School Vice-Captains are elected. House Captains are not eligible to be SRC members.
- 3.6 Any student who has been suspended in the current year of the ballot will not be eligible to stand for election.

4. Policy

- 4.1 Elections for House Captains and House Vice-Captains will take place within the first three weeks of the school year.
- 4.2 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.
- 4.3 Students will apply for positions via an application letter to the Physical Education teacher.
- 4.4 Applications will not be accepted after the closing date and time.
- 4.5 The Physical Education teacher/s, Principal class and Grade 6 teachers will meet to discuss applications and short list candidates for election.
- 4.6 Applicants will be advised, in writing, as to whether they have been short listed.
- 4.7 The Physical Education teacher/s and/or Principal class 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 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.
- 4.9 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.
- 4.10 The Physical Education teacher/s will coordinate the voting process.
- 4.11 At the conclusion of the speeches a secret ballot will be held.
- 4.12 Votes will be counted by the Physical Education teacher/s and Principal class.
- 4.13 The outcome of the ballot will be made available, as soon as is practicable, after the close of the ballot.
 - 4.13.1 The female and male candidates with the most votes will be appointed House Captains.
 - 4.13.2 The female and male candidates with the second highest number of votes will be appointed House Vice-Captain.
 - 4.13.3 In the event of a tie, the Principal (in consultation with the Assistant Principal, PE and Grade 6 teachers) will make the final decision.
- 4.14 The successful House Captains and Vice Captains will be informed of the outcome and receive their badges at a whole of school assembly.
- 4.15 Acknowledgement will be published in the school newsletter and on the school's website.
- 4.16 House Captains/Vice-Captains will be asked to sign a House Captains/Vice-Captains Essential Agreement, in line with the International Baccalaureate philosophy.
- 4.17 A Captain/Vice-Captain may be removed from office by the Principal or Assistant Principal if they fail to abide by the House Captains/Vice Captains Essential Agreement.
- 4.18 During the year, House Captains/Vice Captains will:
 - 4.18.1 meet regularly with the Physical Education teacher to arrange playground activities and organise borrowing of sports equipment;
 - 4.18.2 assist in organising sports carnivals (e.g. Swimming, Athletics);
 - 4.18.3 assist in organising special sports days (e.g. Footy Day); and
 - 4.18.4 lead and encourage their house members at school events and functions.

5. Evaluation

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