

School Captains and Prefects



Role Description:

- Provide a positive role model and leadership to the student body.
- Represent the student body at school and community functions.
- Actively participate in school assembly programs.
- Chair student council meetings with the assistance of the teaching staff as requested.
- Encourage students to take pride in their school.
- Assist any student in need when necessary.
- Willingly help teachers and the community when requested.

Essential Criteria:

Students who hold leadership positions must demonstrate the following consistently.

- Initiative and leadership.
- Ability to speak confidently in public.
- Ability to maintain acceptable standards of work and behaviour in class and school activities.
- Demonstrated school spirit and pride by displaying:

Respect	Responsibility	Aspire
<ul style="list-style-type: none"> • Listen and speak in a polite and positive way • Share friends, space and equipment • Accept and celebrate difference • Allow others to learn • Care for the people, school, property and the environment 	<ul style="list-style-type: none"> • Be a positive role model • Do what is right even when it is difficult • Be prepared and punctual • Be accountable for the choices you make • Demonstrate trustworthiness, reliability and helpfulness • Wear correct school uniform 	<ul style="list-style-type: none"> • Be proud of everyone’s achievements • Be resilient and bounce back • Accept opportunities and challenges • Actively take part in your learning • Participate in a number of school activities

Selection Procedure:

1. To ensure gender equity, 2 girl and 2 boy captains and vice-captains will be elected together with up to 6 (3 boys and 3 girls) prefects.
2. Notify school community of election week, role description and the essential criteria for the position sought.
3. Role description, essential criteria and agreement will be made explicit to students during the year and prior to the election. Students must be made aware that holding a position of captain or prefect is subject to the fulfilment of their roles and responsibilities.
4. Year 5 to nominate candidates. Year 5 students may nominate themselves as well as one boy and one girl. This will be done by secret ballot. Nominations will be sent to the Stage 3 Assistant Principal. Teachers may nominate candidates.
5. Year 5 students vote to short list candidates to determine the final 20 candidates(10 boys and 10 girls). All Year 5 students will be presented with 2 slips of paper, colour coded for boys and girls. From the names listed, each

- student votes for two boys and two girls by placing a tick next to the names. Students place their papers in the appropriate ballot box.
6. Executive staff view and discuss the nominees to assess whether the candidates meet the essential criteria. Staff input is invited. Short listing is subject to meeting the essential criteria. After approval the final 20 candidates' names (10 boys and 10 girls) are placed on the ballot paper for voting.
 7. Candidates have 1 hour to write a speech and are supervised by Executive members.
 8. Election speech - speeches (maximum 2 minutes) will be made in the hall after lunch **on the same day** to students in Years 2, 3, 4, and 5. The role description and selection criteria is made explicit to the voters.
 9. Following the speeches, Years 3,4 & 5 vote on the ballot paper.
 10. Students in Years 3, 4 and 5 vote for 2 boys and 2 girls by placing ticks next to the candidate's name. Each tick attracts 1 point.
 11. Staff are invited to vote for 2 boys and 2 girls.
 12. All papers are collected and sent to the Returning Officer for counting. The principal and executive staff will meet to discuss the result.
 13. The successful candidates will be informed (but their position not disclosed) so that the candidates' parents may be invited to the Presentation Day Assembly when Captains, Vice Captains and Prefects will be announced.
 14. The role description, essential criteria and agreement will be made available to the parents/caregivers of elected captains following their election.

Agreement:

Elected captains and prefects agree to relinquish their position and badge if in breach of school rules, selection criteria or failure to carry out roles and duties.

All students elected to leadership positions agree to read and sign the Leadership Code of Conduct.

N.B. The principal in consultation with the executive reserves the right to make the final decision in regards to the appointment of candidates and the relinquishing of duties.

School Sports Captains



To share leadership roles at Manly West Public School, students who have been elected as a school captain, vice-captain or prefect will not run for election as a sports house captain.

Role Description:

- Provide a positive role model and leadership to the student body, especially in sport.
- Actively participate in sports programs.
- Encourage all students to take pride in their school.
- Assist any student in need when necessary.
- Willingly help teachers and the community when requested.
- Organise and support events for carnivals as necessary.
- Assist organising relay teams for swimming and athletics carnivals.

Essential Criteria:

Students who hold leadership positions must demonstrate the following consistently.

- Initiative and leadership
- Willingness to speak at assemblies and other functions as requested.
- Ability to maintain acceptable standards of work and behaviour in class and school activities.
- Ability to fulfil sports contracts
- Demonstrated school spirit and pride by displaying:

Respect	Responsibility	Aspire
<ul style="list-style-type: none"> • Listen and speak in a polite and positive way • Share friends, space and equipment • Accept and celebrate difference • Allow others to learn • Care for the people, school, property and the environment 	<ul style="list-style-type: none"> • Be a positive role model • Do what is right even when it is difficult • Be prepared and punctual • Be accountable for the choices you make • Demonstrate trustworthiness, reliability and helpfulness • Wear correct school and sports uniform • Display exemplary sportsmanship 	<ul style="list-style-type: none"> • Be proud of everyone's achievements • Be resilient and bounce back • Accept opportunities and challenges • Actively take part in your learning • Participate in school sports activities • Encourage teamwork and team spirit

Selection Procedure:

1. To ensure gender equity 2 girl and 2 boy house captains and vice captains will be elected for each house.
2. Notify school community of election week, role description and essential criteria for the position sought.
3. Role description, essential criteria and agreement will be made explicit to students during the year and prior to the election. Students must be made aware that the holding of a sports house captain position is subject to the fulfillment of their roles and responsibilities.
4. Voting will elect 2 senior captains and 2 senior vice-captains from the incoming Year 6 (or Year 5 if necessary), and will be conducted after the school captains and prefects election. Year 5 may only be elected to the role of vice-captain.
5. Voting will be conducted at the end of the year prior to the year of taking office.
6. Sports house members in Years 3, 4 and 5 will meet to nominate candidates. Members of the house will nominate 1 boy and 1 girl on a secret ballot paper. Year 5 students may nominate themselves as well as 1 boy and 1 girl. Nominations will be sent to the Stage 3 Assistant Principal.
7. List of nominated candidates will be discussed by sports teachers and executive prior to the election (to determine suitability). The Deputy Principal will inform nominated students if they do not meet the essential criteria and explain why.
8. Nominated candidates who meet the criteria will then be introduced at a second meeting of Years 3, 4 and 5 students (same day). Nominated students may give an informal election speech or self introduction.
9. All students will be given a ballot paper to vote for 1 girl and 1 boy. Ballot papers will be sent to the Returning Officer.
N.B. Results are not announced at this stage.
10. Successful candidates are announced after final agreement of suitability of candidates and badges are presented to the captains and vice captains at the annual sports presentation day assembly.
11. Role description, essential criteria and agreement will be made available to the parents/caregivers of elected captains and vice-captains following their election.

Agreement:

Elected captains agree to relinquish their position and badge if in breach of school rules, selection criteria or failure to carry out their stipulated role.

N.B. The Principal in consultation with the executive reserves the right to make the final decision in regards to appointment of candidates and the relinquishing of duties.