

## Policy Statement

Upwey High School endeavors to provide opportunities for students to develop skills and experience leadership in a variety of contexts. Student leaders will take an active role in the policy making process in the school.

### Guidelines

1.1 Four School Captains will be appointed each year, representing the four houses.

1.2 School Captains are to be responsible role models at all times.

1.3 School Captain responsibilities are to broadly represent the interests of the student body and to represent the school.

1.4 Four House Captains will be appointed at Years 7-11 each year.

### Program

- 2.1 Students will be appointed following a rigorous selection process. Guidelines for the application and selection criteria will be published annually.
- 2.1.1 At the end of September, students are asked to submit a written application, self-nominating for a position as School Captain.
- 2.1.2 A Selection Panel, consisting of the Principal, an Assistant Principal, Year 12 Team Leader, two student leaders and a School Council Representative will meet to consider the applications.
- 2.1.3 They will make a shortlisting of students whose application has met the selection criteria.
- 2.1.4 The shortlisted students will then be invited to an interview with the panel.

2.2 This involves attending regularly, following School rules and wearing full uniform and the School Captain badge.

- 2.3 Duties include, but are not limited to:
- *Representing the School in public forums such as assemblies, Parent Information Evenings, at local primary schools and media promotions.*
  - *To act as ambassadors for the School Community.*
  - *To communicate and meet regularly with the Principal.*
  - *To assist with the organisation of the Year 12 Graduation Dinner.*
  - *To provide a written report, at the end of the year for the Principal and School Council.*
  - *To provide a written report for the School Magazine.*
  - *To present material at the School's Awards Evening, Open Day and other information sessions.*

2.4 Students will be appointed following a rigorous selection process. Guidelines for the application and selection criteria will be published annually.



## Guidelines

- 1.5 House Captains are to be responsible role models at all times.
- 1.6 House Captain responsibilities are to represent the interests of their house and to lead the house in school activities.
- 1.7 Two Homegroup Captains will be appointed for each Homegroup at Years 7-9 each year.
- 1.8 Homegroup Captains are to be responsible role models at all times.

## Program

- 2.4.1 In Term 4 students in Years 7 -10 are asked to submit a written application, self-nominating for a position as House Captain. Year 7 students undergo the House Captain process towards the end of Term 1.
- 2.4.2 A Selection Panel, consisting of an Assistant Principal, Team Leader and two student leaders will meet to consider the applications.
- 2.4.3 They will make a shortlisting of students whose application has met the selection criteria.
- 2.4.4 The shortlisted students will be invited to an interview with the Panel.
- 2.4.5 The Selection Panel will make a recommendation to the Principal based on all of the available evidence.
- 2.5 This involves following school rules, wearing full uniform, the House Captain badge and regular attendance.
- 2.6 Duties include, but are not limited to:
- *Being a part of Student Council. This group will meet regularly*
  - *Taking a leading role in House meetings.*
  - *Being prepared to initiate, organise and run House activities.*
  - *Organising and encouraging active participation of students in events for House Athletics and Swimming carnivals, both at House meetings and on the Carnival days.*
  - *Speaking occasionally at school assemblies.*
  - *Assisting at other school functions as required.*
- 2.7 Students will be appointed following a rigorous selection process. Guidelines and selection criteria will be published annually.
- 2.7.1 At the beginning of the academic year students are asked to submit a written application, self-nominating for a position as Homegroup Captain. Students in Year 7 will complete this process after their Orientation Camp.
- 2.8 This involves attending school regularly, following school rules and wearing full uniform and the Homegroup Captain badge.



## Guidelines

- 1.9 Homegroup Captain responsibilities are to represent the interests of their Homegroup and to lead the Homegroup in school activities.
- 1.10 The Student Council is a forum for student representatives to discuss and make recommendations regarding issues of relevance to the student body.
- 1.11 The Years 7-9 Student Leadership Teams are forums for student representatives to discuss and make recommendations regarding issues of relevance to the particular year level.
- 1.12 There will be student representation on School Council.

## Program

- 2.9 Duties include, but are not limited to:  
*Being a member of the year level Student Leadership Team.*
- 2.10 The Student Council Membership is:
- *Years 7-11 House Captains (x20)*
  - *School Captains (x4)*
  - *The Year 12 Student Committee*
  - *The 2 elected representatives on School Council*
- 2.10.1 The Student Council meetings are coordinated by the Student Leadership Coordinator.
- 2.11.1 The year level Student Leadership Team membership is:
- *Year level House Captains*
  - *Year level Homegroup Captains*
- 2.11.2 The year level Student Leadership Team meetings will be coordinated by the year level Team Leader.
- 2.11.3 Recommendations are then made to the Student Council through the respective year level House Leaders and the Student Leadership Coordinator.
- 2.12.1 There will be 2 positions available.
- 2.12.2 Each student from Year 7-12 will have a vote.

## Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as required by developments in relevant legislation.

<b>Policy drafted by:</b>	Administration 1997
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