

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 7-12 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 an Assistant Principal, Year 12 Team Leader and a Principal's nominee 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.

2.1.5 The shortlisted students will each address an assembly of Year 10 and 11 students.

2.1.6 Students from each house will be able to vote for the shortlisted applicant of their choice in their house.

2.1.7 Staff will also be able to vote for the four students of their choice.

2.1.8 The selection panel will make a recommendation to the Principal based on the selection criteria.

2.2 This involves following School rules, wearing full uniform, the School Captain badge and regular attendance.

2.3 Duties include, but are not limited to:

- To represent the School in public forums such as assemblies, Parent Information Evenings, local primary school, media promotions.
- To act as ambassadors for the School Community, and represent the student body and be a member of School Council.
- 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.

2.4.1 In Term 4 (Years 7-11), students are asked to submit a written application, self-nominating for a position as House Captain. Year 7 students undergo the House Captain process at the end of Term 1.

2.4.2 A selection panel, consisting of an Assistant Principal, Team Leader and a Principal's nominee 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

Guidelines

Program

		2.4.5	the panel. The selection panel will make a recommendation to the Principal based on all of the available evidence.
1.5	House Captains are to be responsible role models at all times.	2.5	This involves following school rules, wearing full uniform, the House Captain badge and regular attendance.
1.6	House Captain responsibilities are to represent the interests of their house and to lead the house in school activities.	2.6	Duties include, but are not limited to: <ul style="list-style-type: none"> • <i>To be part of Student Council. This group will meet regularly</i> • <i>To take a leading role in House meetings.</i> • <i>To be prepared to initiate, organise and run House activities.</i> • <i>To organise and encourage active participation of students in events for House Athletics and Swimming carnivals, both at House meetings and on the Carnival days.</i> • <i>To speak occasionally at school assemblies.</i> • <i>To assist at other school functions as required.</i>
1.7	Two Homegroup Captains will be appointed for each Homegroup at Years 7-9 each year.	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 the week after their Orientation Camp.
		2.7.2	Applicants will be invited to present their speech to their Homegroup.
		2.7.3	Students in each Homegroup will have vote on a set date published by the Team Leader.
1.8	Homegroup Captains are to be responsible role models at all times.	2.8	This involves following school rules, wearing full uniform, the Homegroup Captain badge and regular attendance.
1.9	Homegroup Captains responsibilities are to represent the interests of their Homegroup and to lead the Homegroup in school activities.	2.9	Duties include, but are not limited to: <i>Being a member of the year level Student Leadership Team.</i>
1.10	The Student Council is a forum for student representatives to discuss and make recommendations regarding issues of relevance to the student body.	2.10	The Student Council Membership is: <ul style="list-style-type: none"> • <i>Years 7-12 House Captains (x24)</i> • <i>School Captains (x4)</i>
		2.10.1	The Student Council meetings are coordinated by the Student Leadership Coordinator.
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.	2.11.1	The year level Student Leadership Team membership is: <ul style="list-style-type: none"> • <i>Year level House Captains</i> • <i>Year level Homegroup Captains</i>
		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.

Evaluation

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

Policy drafted by:	Administration 1997
Date ratified by School Council:	1997
Policy reviewed by:	Education Committee, November 2012
Date ratified by School Council:	November 2010
Policy reviewed by:	Education Committee 4 September 2013
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