

Sacred Heart Catholic Primary School



Student Representative Council Guidelines



The Role

The role of an elected SRC member from Prep - Year Six at Sacred Heart Catholic School is to be a voice for students and encourage others to become actively involved within our school community. Student voice is when students actively participate in decision-making at school regarding things that shape their educational experiences. Sacred Heart staff values the perspectives and opinions of students and aims to act on them in a way that genuinely shapes learning and decision-making at our school.

Being an SRC member is considered an important and responsible role within our school. It is an opportunity for students to build skills that allow them to become competent leaders. Students are able to have a say in what is important to them at school, what is working well and what needs improving, ultimately making a difference. The SRC also provides activities and special events for children to enjoy and raise money for a particular nominated charity or school resource.

Representatives have an opportunity to solve problems, debate issues, make decisions, and, when possible and practical, put plans into action.

Terms of Office

<i>Prep - Grade 5</i>	<i>Two Class Captains</i>	<i>Two Term duration</i>
<i>Grade 6</i>	<i>Four School Captains</i>	<i>Four Term duration</i>
<i>Grade 6</i>	<i>Six House Captains</i>	<i>Four Term duration</i>
<i>Total SRC</i>	<i>30 students</i>	

The Process

Class Captains are elected by their peers initially from within the Class and their teacher. The Teacher will oversee the elections and consult with Leadership during the process if necessary. School and House Captains must express interest to Leadership before their peer presentation.

Staff have the opportunity to vote for two students who have been nominated for the Grade 6 School Captain and House Captain roles.

- All roles will be elected by students and staff and will be conducted democratically.
- Year Six students can be nominated for more than one role (but will only receive one position unless circumstances mean this is not possible, i.e. a small class).
- Voting for all Year Six roles will occur at the same time in Term 4, Week 8 (School Captains and House Captains)
- The Year 5/6 Teacher/s and Leadership will oversee the elections.

The class voting results are kept confidential. The classroom teacher will share the full voting list with the principal via Google Forms.

Members of the school Leadership Team consider the voting results before any appointment is announced. Grade 6 School Captains will be determined first based on votes before the appointment of Grade 6 House Captains.

Class Captains

Qualities, Roles and Responsibilities

To be eligible as a member of the Student Representative Council, a student should satisfy the following criteria:

- Commitment to our core values
- Display a positive attitude towards the school and its Catholic ethos
- Display responsible behaviour
- Show mutual respect for others
 - Interact with politeness, courtesy and tolerance
 - Encourage others to contribute positively
 - Accept decisions and consequences
 - Develop leadership skills
 - Exhibit pride in the school
 - Work as an effective member of a team
 - Comply with school uniform expectations

- Assist the teachers on a needs basis, for example, at school masses, assemblies and special events
- Attend SRC meetings and be proactive in decision-making and the execution of tasks assigned
- Be responsible for reporting back to their classes and sharing of any relevant information from the meeting to enable all students to be aware of outcomes.

SPECIFIC GRADE 6 LEADERSHIP ROLE RESPONSIBILITIES

School Captains

The students in Grade Six who are elected and appointed as School Captains must be willing to carry out the following roles and duties:

- Be prepared to deliver Welcoming or Thank You speeches to special guests of the school on behalf of the student body
- Represent the school's student body at any event outside the school, for example, the ANZAC Parade and laying of wreaths.
- Be prepared to assist parents or teachers in organising events, for example, barbecues, discos, etc
- Be ushers/welcoming to visitors during school events/Masses, End of Year celebrations, etc.
- Attend SRC meetings and be proactive in decision-making and in the execution of tasks assigned.

House Captains

Students in Grade Six who are elected and appointed as Sport Captains must be willing to:

- Assist with the organisation, preparation and running of daily PE lessons
- Attend House team meetings and be proactive in decision-making and the execution of tasks assigned
- Assist with the updating of (based on the previous years) and presentation of PowerPoints with important information on them to communicate with students

- *Assist teachers at House Meetings before the school and combined carnivals through encouragement and promotion of team support and team spirit*
- *Assist teachers at sports carnivals, especially with younger students in preparation for events and walking them to the starting line and back, organising relay teams etc.*
- *Support and assist School and Class Captains in their role*

Review cycle- 2028