



GRANGE SCHOOL

A Culture of Continuous Improvement

STUDENTS LEADERS' SELECTION POLICY

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GRANGE SCHOOL PRIMARY

PROCEDURES FOR CONDUCTING STUDENT LEADERS' SELECTION

INTRODUCTION

Primary School Leaders are pupils who have shown they always follow the school rules, live by our values, have a good attitude towards learning and show good manners - they are model pupils! It is considered to be a prestigious position. Monitors and House Captains are important school leaders and are expected to take their role seriously. The position not only allows pupils to lead by example and demonstrate their responsibility, it also enables the younger children to learn from a good example which is why they are carefully selected. Once chosen they will be awarded badges and expected to wear navy blue blazers to differentiate them from the rest of the Primary school.

In performing their duties as student leaders, they will be expected to:

- Observe the school rules at all times
- Be dressed appropriately at all times
- Maintain an excellent attendance record
- Be punctual for their duties
- Be positive and enthusiastic
- Be able to encourage and motivate fellow students
- Be cooperative, helpful, well-mannered, trustworthy, and responsible
- Be respectful toward teachers, their peers, and the school environment
- Display leadership qualities: confidence, initiative, problem solving skills
- Be willing to take on extra responsibility
- Be able to work independently and complete tasks without supervision
- Maintain a good academic record
- Be a good ambassador for the school
- Lead by example at all times in their behaviour and the respect they show to others.
- Model to other children how to behave well

PROCEDURE FOR SELECTION

The Head of Pastoral Care and Wellbeing, in collaboration with the selection team, will coordinate the selection process.

The selection process involving student and staff feedback will be held annually, within weeks 2 and 3 of Summer Term. Prior to the commencement of the selection process, the guidelines will be presented at an assembly.

Process 1: Selection of Qualified Candidates

To be eligible for the student leadership election, candidates must meet the following criteria:

Academic Performance: A minimum GPA of 2.50

Year Group: Candidates must be in Year 5

Pastoral Points: Candidates must have at least 85% of the expected pastoral points at the end of the Lent term in Year 5, calculated as follows:

Expected Pastoral Point Computation:

Starting Year	Joined the school in Year 3	Joined the school in Year 4	Joined the school in Year 5
Opening balance	60	60	60
End of Year 3 (3 terms). Obtainable points for each term = 50	3 X 50 = 150	Not Applicable	Not Applicable
End of Year 4 (3 terms)	3 X 50 = 150	3 X 50 = 150	Not Applicable
Christmas and Lent in Year 5	2 X 50 = 100	2 X 50 = 100	2 X 50 = 100
Expected Pastoral Points for each child at the end of Lent term in Year 5	60 + 150 + 150 + 100 = 460	60 + 150 + 100 = 310	60 + 100 = 160
Pastoral Points needed to be qualified.	85% of 460 = 391	85% of 310 = 264	85% of 160 = 136

Good Conduct: Candidates must exemplify good conduct and comply with the Grange School 5Ps, demonstrated by:

- Minimal or no bookings for homework or misdemeanour
- No exam malpractice record
- Not more than one detention record
- No suspension record from Year 4.
- No record of consistent bad behaviour in school or on school trips

- Good grooming and appearance, adhering to the school's hair and uniform policy.
- Consistent punctuality and attendance, with no unauthorised absences. The authorised absence is only given for genuine sickness supported with a medical note, family bereavement, doctor's appointment, visa appointment, and other absences approved by the school management.

Candidates will be advised, in writing, whether they have been shortlisted. A list of these eligible candidates will be posted on the co-curricular board one week before the manifesto presentation. Only students on the eligibility list, will be allowed to participate in the student / staff voice and selection process.

An application process and timeline, with application due dates and the date of the speeches will be provided to all eligible candidates prior to the commencement of the process. Eligible students will be provided with this policy in writing, prior to the commencement of the selection process.

Process 2: Submission of Application Documents

Eligible students wishing to apply will write an application, handwritten for any two positions of interest, during allocated class time, addressed to the Head of Primary through the Head of Pastoral Care and Wellbeing.

Applications written at home, outside of the allocated class time, or submitted after the due date will not be accepted.

If a student is absent (authorised absence) during the allocated class time for the written applications, another time may be organised. This will be at the Senior Management Team's discretion. They will need to be contacted, in writing, to see if another time can be arranged. If this is not possible before the due date, the student will not be able to apply.

Process 3: Manifesto Presentation and Campaigning

Students who have been shortlisted will be invited to prepare a two-minute speech to deliver to the students at an assembly. The speech will outline how they have demonstrated the school values and why he/she would make a good candidate.

The two-minute speech must focus on content, without gimmicks (e.g., gifts, posters, flyers etc.) They are permitted to prepare a brief powerpoint to accompany their speech. These must be submitted 48 hours before the assembly. Any candidate who pressurize

other students to obtain their support for the feedback / student voice stage will become ineligible to proceed.

Speeches will be run on a single day. This date will be communicated to all eligible students applying in writing. To be fair to all candidates, students who are absent on the speech day will not have the opportunity to delay or reschedule their speech.

The Head of Pastoral Care and Wellbeing will discuss with students the need to choose the best person for the position. Students will be encouraged to consider each candidate's leadership qualities and attributes, and who they feel will represent them best.

Process 4: Student - Staff voice:

KS2 pupils and Primary Phase teachers will nominate their preferred candidates on the same day at the conclusion of all of the speeches.

Students in each class will participate in the collection of their feedback 'student voice' regarding their preferred future monitor. The collection of preferred candidates process will be guided by a PowerPoint presentation displaying the photos and names of all students applying for monitor positions, ensuring easy identification and facilitating the process.

Students absent for the preferred candidate and voice process will not be able to submit their preference.

Candidates who are absent (unauthorised absence) on the day of collection of preferred candidates will not be able to submit their choices.

The classroom teacher will return the student feedback papers to the Head of Pastoral Care and his Team.

Process 5: Collation of Student and Staff Preferred Choices

Individual forms will be collated based on the following criteria:

Criteria	Point Allocated	Computation
Students' feedback	50	$\frac{\text{Number of students feedback} \times 50}{\text{Total amount}}$
Teachers' feedback	50	$\frac{\text{Number of staff feedback} \times 50}{\text{Total amount}}$
Total	100	

Process 6: Assignment of Roles

- Senior Management Team (SMT) has the authority to assign roles to selected monitors.
- All role assignments must be approved by the Head of School.

Successful candidates will be informed of the outcome in person and in writing.

Unsuccessful applicants will be informed prior to the announcement of the successful candidates.

Badges and blazers will be presented at a whole school assembly in the last week of the Summer term.

Each monitor, House Captain and SRC member will be asked to sign the Code of Conduct in line with our school policy on behaviour.

A Monitor, House captain or SRC member may be removed from office if they fail to abide by the code of conduct and School policy on behaviour, or are behaving in a way that does not uphold the Whole School Values.

Support Plan

Grange Primary School staff members and the senior management team will volunteer to mentor the student leaders.

The student leaders will meet weekly whenever possible with the Student Leaders mentors.

The available posts are:

S/N	Monitors
1	Lead Monitor (Boy)
2	Lead Monitor (Girl)
3	Head Duty Monitor
4	Health & Safety Monitor
5	Sport Monitor (Girl)
6	Sport Monitor (Boy)
7	Library Monitor
8	Social / Assembly Monitor

9	Sustainability Monitor
10	Duty Monitor
11	Duty Monitor
12	Duty Monitor
13	Duty Monitor

Election of House Captain and Deputy House Captain:

The following steps will be followed:

1. House members will make nominations during the House meeting.
2. A pupil may nominate himself or herself for the post.
3. Nominees will address the House about their intention.
4. House members will vote for their candidates.
5. The staff in the House will count the votes.
6. The candidate with the highest number of votes will become the House Captain, and the first runner-up will become the Deputy House Captain

The available posts are:

S/N	House Captains and their Deputies
1.	House Captain (Benue House)
2.	<i>Deputy House Captain (Benue House)</i>
3.	House Captain (Donga House)
4.	<i>Deputy House Captain (Donga House)</i>
5.	House Captain (Niger House)
6.	<i>Deputy House Captain (Niger House)</i>
7.	House Captain (Ogun House)
8.	<i>Deputy House Captain (Ogun House)</i>

Students' Representative Council (SRC) Elections

It is a body of students within our school that consists of elected student representatives from different year levels or classes. The primary purpose of the SRC is to represent the student body and act as a liaison between students and school administration or staff.

It is a democratic body composed of students elected by their peers to represent the student body in school affairs and decision-making processes.

The purpose of an SRC is to provide students with a platform to voice their opinions, advocate for their needs, and contribute to the improvement of their school community. Members of the SRC often work closely with school administration and initiate projects that benefit the student body and the school as a whole.

The SRC plays a vital role in promoting student engagement, leadership, and empowerment within the school environment.

Each member serves one session term. At the expiration of your term, you cannot be elected a second time as an SRC member.

SRC meetings are facilitated by a staff member, who helps guide discussions, record meeting minutes, and support students in turning ideas into action. Through this process, students learn how to plan, lead and follow through on a variety of school and community-based projects.

SRC Election procedures:

The Head of Pastoral Care and Wellbeing, in collaboration with classroom teachers, will coordinate the election process.

Elections will be held annually, within weeks 3 and 4 of Term 1.

Prior to the commencement of the election process, class teachers, in Years 1 - 6, will review the SRC guidelines with their whole class.

- The class members will nominate more 8 pupils(4 boys and 4 girls).
Nominees will address the class about how they have demonstrated the core values of the school.
- The class members will vote for their candidates.

- At the conclusion of all of the speeches, students in each class will vote in the form of a secret ballot, including the candidates. Students absent for the voting will not be able to vote
- The male student with the most votes will be elected as the class' male SRC representative.
- The female with the most votes will be elected as the class' female SRC representative.

Find below the role description for each of the positions:

Post	Job Description
Lead Monitor Girl & Lead Monitor Boy	• Acting as the voice of the students to the school leadership team and representing the school during events. • Assisting teachers with maintaining order during assemblies, break times, and in hallways. • Helping to organise school events, such as sports days, and special functions. • Assisting younger pupils to their classrooms and acting as a polite, responsible and trustworthy ambassador. • Be prepared for special duties • Greeting students and visitors at the gate in the morning, checking uniforms, and ensuring a calm atmosphere. • Helping prepare the hall and managing seating. • Monitoring corridors and playgrounds to ensure safety and resolve minor disputes. • Relaying information between teachers and students.
Head Duty Monitor Boy and Head Duty Monitor Girl	•Monitoring corridors and playgrounds to ensure safety and resolve minor disputes. •Leading pupils to their classes after playtime •To co-ordinate a team of Student Leaders to perform their duties adequately •Informing teachers of any misconducts or bullying •Assisting with pupils' transitions to different areas of the school (playground, lunch room) •Demonstrate good behaviour, punctuality, and following school rules.

Health and Safety Monitor	• Acts as role model, encourage, promote handwashing and healthy habits • Proactive in identifying potential hazards. • To collaborate with the School Nurse and School Counsellor on health programmes which would benefit the students
Sports Monitor Boy and Sports Monitor Girl	• Works with the Co-Curricular Coordinator to organise sport events (football, athletics, inter-house sports competitions, etc.), and ensures fair play during playtime. • Act as a role model and encourages participation in sports, and fostering team spirit. • Demonstrates good sportsmanship, discipline, and a healthy lifestyle. • Ensuring play equipment is brought out daily during break time and properly stored. • Involved in school teams or sports clubs. • Propose new ideas, such as introducing new sports or improving existing facilities.
Library Monitor	• Maintaining order, tidiness, and a quiet atmosphere within the school library. • Assist in organising books, helping peers find resources, and promoting a reading culture. • Supporting the library teacher and encouraging responsible use of materials. • Shelving books correctly, keeping shelves tidy, and ensuring the library environment is clean. • Monitoring behaviour to maintain a quiet, conducive environment for reading and study. • Assisting the librarians with tasks like mounting displays, checking books in/out, or organising library events. • Encouraging reading, organising book clubs, and recommending books to peers.

Social / Assembly Monitor	• Supports lead teachers in organising social events (debates, class parties, talent shows), managing assemblies, and ensuring order during school gatherings. • Helps ensure school events run smoothly. • Encourages participation in school events, competitions, and fundraising efforts. • Serves as a link between students and management regarding social activities. • Helps to organise and manage the weekly, or special assemblies. • Ensures silence and orderly behaviour during assemblies. • To anchor special events such as accolades, Year 6 final assembly, etc.
Sustainability Monitor	• Responsible for promoting environmental awareness, reducing the school's ecological footprint, and encouraging green habits among peers. • Lead initiatives such as recycling programmes, waste reduction, energy conservation, and gardening projects. • Key duties include organising eco-friendly events, monitoring sustainability practices, and educating the student body on environmental responsibility. • Educating students on sustainability, organising eco-friendly events, and managing green campaigns. • Overseeing recycling, reducing waste, and monitoring energy/water consumption. • Implementing projects like school gardens, composting, and cleaning up school campus grounds. • Acting as a role model for environmental responsibility and collaborating with staff to improve school sustainability. • Conducting audits or checks on environmental practices within the school. • Developing a deeper understanding of environmental issues among students. • Encouraging peers to adopt sustainable, eco-friendly habits.

	• Ensuring sustainability is integrated into daily school life.
Duty Monitors	• To ensure all break periods are properly supervised • To ensure students clean up after short and long breaks • To ensure adequate supervision of students by the school leaders • To ensure that prefects are supportive of teachers on duty • To ensure all corridors are chaos-free and peaceful during breaks.
House Captains and Deputy House Captains	• Lead and motivate members of their house during competitions and school events. • Encourage teamwork, respect, and participation within the house. • Represent their house at school meetings, assemblies, and special events. • Lead and motivate members of their house during competitions and school events. • Communicate important information between P.E. teachers, house coordinators, teachers, and house members. • Help organise teams for house competitions. • Support the coordination of inter-house sporting events and activities. • Assist teachers during sports day and house tournaments. • Encourage house members to participate in sports, intellectual, and cultural events. • Support younger pupils and help them feel included in-house activities. • Demonstrate excellent behaviour, respect, and sportsmanship. • Follow school rules and encourage others to do the same.
SRC Member	• Facilitate class meetings at an agreed-upon time, taking minutes to be fed back to SRC. • Gather students' opinions and ideas during class meetings and take these back to the SRC.

	● Attend meetings with the Head of Pastoral Care and Wellbeing and other SRC members. ● Collaborate with staff and peers to improve school life. ● Contribute to decision-making and policy development at the student level.
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