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OBJECTIVE

POLICY ON COUNCIL LEADERSHIP AT CONSTANTIA KLOOF PRIMARY

Leadership is an indispensable facet of the human condition and its importance in formal education cannot be denied. It is part of the core principles of Constantia Kloof Primary School to develop the leadership potential that exists in each and every child, and to identify and acknowledge those learners who display leadership abilities.

To be capable of real leadership, a person has to meet certain basic requirements such as :

- * A will to serve
- * Sincerity
- * A sense of responsibility/self control
- * Involvement (academically, sports and or culturally)
- * Integrity
- * Consistency

At CKPS the main objective of council leadership is :

1. To develop the leadership potential of each of the Grade 7 learners at Constantia.
2. To give Grade 7 learners the opportunity to determine and develop their own sense of responsibility.
3. To encourage self discipline.
4. To allow learners to develop initiative.
5. To allow learners to mature and grow into leadership roles.
6. To acknowledge and honour consistent leadership qualities displayed by learners.
7. To guide and assist learners to realize their full potential.

A - THE COUNCIL SYSTEM

1. Youth Council consisting of:

Head councillors (no specific number) and the Deputy councillors (no specific number). These would be the learners that show great leadership abilities consistently. They may serve as a link between SMT and learners.

Main duties

These learners will serve as the ambassadors for CKPS. They will represent the school at the Roodepoort Primary Schools' Community Council. The head councillors will assist the educators in overseeing all the councillors. Be ambassadors that will make CKPS proud by promoting positive norms and values.

Other duties include

1. Assisting educators with school discipline on and off school property.
2. Setting a good example of how to behave and what self-discipline is to fellow learners.
3. Leading and assisting the Community Council in their duties and responsibilities.
4. Being willing to serve the learners and educators of CKPS with humility.
5. Helping co-ordinate the councillors with community work.
6. Helping co-ordinate the councillors with fundraising.
7. May be required to do prepared and unprepared public speaking.
8. Show initiative and develop along own lines regarding responsibility.
9. To liaise at community level to assist with collections for SPCA, Child welfare, blankets, toys for the needy, Easter eggs, visits to old age homes, assisted by other Youth Councillors.
10. Representative of the group of monitors - to liaise with the staff member in charge, attend meetings, check on duties.
11. Organization of eats, drinks and displays at promotion evenings, assistance at sports activities.
12. Welcoming of guests to our school.
13. Fundraising where applicable.
14. Grade 7 Scrap Book - presented to the school each year.
15. Assist with articles for the Newsletter / Roodepoort Record.
16. Lost property and First Aid - announce names at assembly, writing own notices and trying to motivate children to look after clothing.
17. Announcements of activities in assembly.

The council members may tackle projects as a council, or individually by leading pupils of any grade in any project.

The success of these projects will be determined by the enthusiasm and initiative of the pupils involved. Council members will be encouraged to accept the responsibility for their effort with as little interference from teachers and parents as possible. (Guidance and encouragement are all that is required).

2. **Community Council consisting of**

Councillors (no specific number) are those learners that show leadership abilities more often than not.

Main duties

These learners, in conjunction with the Youth Council, will aid the educators in maintaining the discipline of the school. Various duties will be allocated to each councillor. They will initiate and assist with community projects as well as charity fundraising.

Other duties include

- 2.1 Assisting educators on rainy days by attending to learners in classrooms at break.
- 2.2 Setting a good example of how to behave and self-discipline for fellow learners.
- 2.3 Continuing with elected council duties.
- 2.4 Helping with community work by encouraging the school.

3. **Monitors**

1. Assist the educators with discipline at school.
2. Fulfil duties on a rotational basis for effective discipline at break and before school.
3. They are ambassadors that make CKPS proud.

They are all leaders and form part of the leadership team at CKPS. This school needs their help to show the younger learners how a learner behaves at CKPS. Please note that should any learner in any of the above positions, and due to behaviour or any other reason the learner does not fulfil these requirements, it will be at the school's discretion to remove the learner from the above position. If a learner shows leadership and responsibility during the course of the year, and they are not in any of the above positions, that learner can be elected to any of the above mentioned positions as seen fit by the school.

B - PROCESS OF SELECTION

Short List

Grade 6 & 7 educators will start by filling in on a list (See Annexure A Scale 1 -10) the learners who have the potential to be on the Community Council. The qualities that educators will be looking for are :

- * A will to serve
- * Sincerity
- * A sense of responsibility / self control / reliability
- * Involvement (academically, sport and or culturally)
- * Integrity and good sense of values
- * Consistency

How will the Youth Council members be selected?

- a) According to how well tasks are performed in the Monitor System.
- b) Look at the child's interaction with his peers when placed in the leadership role. Also interaction with staff.
- c) Observe children's behaviour when performing as monitors, but also when they are not on duty.
- d) Consider each child's handling of responsibility and pressure. Also, their adaptation to different situations.
- e) If children go on tour, one sees them in a different light and leadership qualities can be identified.

Once the Grade 6 and 7 educators and SMT have cast their vote, peers will also have a chance to vote (Annexure B).

Points from Litteria (Annexure C) criteria activities **may** be used. Learners academic and extra curricular record will also be taken into account.

Grade 6 Shadow Duty will be used - see score sheet used for assessment - all results summarised on class lists - Annexure D.

Councillors for a week

All grade 6 learners will be given the chance to see what being a councillor involves and how the duties work. They will each be assigned to an existing councillor and be their "shadow". At the end of this time the Grade 7 councillor who took them around will give them a mark on a score sheet. (See Annexure D)

- P - Punctual for duties (5 points)
- I - Initiative (5 points)
- A - Attitude (5 points)
- C - Consistency (5 points)

Check if the learners points conflict with the short list and make relevant changes if need be, as councillors may pick up on things the educators cannot see.

Participation in scholar patrol is included
Compilation of all scores - Annexure E

The semi-final Evaluation

This will be based on the results of the short list which each relevant educator will complete as a secret vote. The results will be grouped into percentages and any learner above 75% will be recommended for the community council. Any learner that is above 85% will be recommended for the youth councillor.

The Final Evaluation

The Council co-ordinator will meet with the SMT (School Management Team) to discuss the groupings referred to above. During this meeting a final decision will be made as to who will serve as a monitor on the Community Council or be a Youth Councillor. The two Head Councillors will be selected from this list. At the end of each year a Youth Councillor of the year is announced.

Each SMT member to sign final list. Keep list in file.

Community Council Duty List - Annexure F

Learners will be assigned to duties. They must be present at both breaks and if they are unable to do a duty - to report to a Head Councillor.

D - DUTIES

The duties of the Youth Council include

1. Assisting educators with duties.
2. Setting an example of good behaviour and self-discipline to fellow learners.
3. Continuing with elected council duties.
4. Being ambassadors for CKPS in the community.
5. Leading and assisting the Student Council in their duties and responsibilities.
6. Being willing to serve the learners and educators of CKPS with humility.
7. Be responsible and set an example in behaviour, dress and attitude.

The duties of the Community Council include

1. Assisting educators with day-to-day duties as stipulated on duty list (Annexure G).
2. Assisting educators on rainy days by attending to learners in classroom at break.
3. Setting an example of good behaviour and self-discipline to fellow learners.
4. Continuing with elected council duties.

Demotion of a Councillor

- * Any learner who does not fully participate in the activities of the councils will be removed from the council for the remainder of the year.
- * If a councillor is caught stealing, lying or cheating.
- * A councillor may be suspended if they fail to comply with school rules.
- * If a Youth Councillor or Monitor should receive a detention letter then they will be suspended from any duties or functions and have their badge taken away. It will be at the school's discretion to reinstate the learner when it is clear that they are deserving of the position again.

C - INDUCTION

During the Academic Honours evening the learners who have been chosen for the Youth and Community Councils will be presented with badges. Youth Councillors will sign the Oath. (see Annexure G).

They may purchase a red blazer to wear to school in Grade 7 after giving supplier a letter from school (Annexure H).

The Youth and Community Councils will be introduced to the school at the final assembly of the school year.

CONSTANTIA KLOOF PRIMARY SCHOOL

EDUCATOR ASSESSMENT

(Please list learner and evaluate each quality out of 10)

Name and Surname	Sense of responsibility / Reliability	Initiative	Willingness to serve, enthusiasm	Respect for adults	Positive Attitude	Consideration / caring attitude towards others	Acceptance within peer group	Self discipline & Self confidence	Effectiveness of performing tasks	Handling Criticism	TOTAL

GRADE 6 PEER VOTE FOR MONITOR OR COUNCILLOR

The councillors and monitors who are selected for next year have to be very reliable. They must be responsible, have self discipline and be able to solve problems and have good ideas. They must also be someone who you would listen to if a teacher was not around.

Think very carefully, do not just vote for your friend - vote for someone who has shown genuinely good character in the last two years at school and can be respected by all the learners in the school. They should not be a discipline problem for the teachers. Think of two girls and two boys who have the qualities to lead their peers.

- A. First listen to the names of all the learners in Grade 6.
Write down some names that you think may be possible candidates.

- B. Now you must narrow your choice down to only two girls and two boys.
Write their surnames if you know it so that there is no confusion.

Girls

Boys

<hr/>	<hr/>
<hr/>	<hr/>

**CONSTANTIA KLOOF PRIMARY SCHOOL
LITTERIA EVALUATION**

(Please list all learners and evaluate each quality)

- 0 = Not satisfactory
- 1 = Satisfactory
- 2 = Outstanding

Name and Surname	A will to serve - enthusiasm	Empathy / Care	Responsibility / Self Control	Initiative	Self Confidence	Effectiveness in performing tasks (Do others listen?)	TOTAL /12

Shadowing duties with Gr 7

Name of Gr 7 :

Name of Gr 6: _____

Please assess the person on duty with you for the whole week. You are also meant to guide and show them what to do and how to handle difficulties.

Please mark the following out of 5 points each. Be as fair and honest as possible. When complete hand in to the office for Mrs Schlebusch.

Punctual – on time for duty and no excuses	Initiative – does person solve problems on own to get a solution?	Attitude – is person eager to do duty, do they play around or take their jobs seriously?	Code of Conduct – does person uphold CKPS code of conduct all the time?	<i>TOTAL</i>
5	5	5	5	20

COMMUNITY COUNCILLORS
DUTY LIST

Always report for duty at both first and second break.

- | | | |
|------------------------|---|--|
| Hall | - | Nobody to play around or inside the hall. |
| Flag Pole | - | Check all learners are seated and <u>quiet</u> . May leave 3 minutes before bell rings to go to the bathroom. They may eat their lunch while at the flag pole. |
| Junior Toilets | - | Ensure they are prompt in bathroom and do not allow playing in the bathrooms. |
| Tuckshop | - | Ensure no children pushing and shoving. Try to get them into proper queues! |
| Field | - | No learners on netball courts or in tennis hut. No playing with a ball or bat. Report to educator on duty if there are problems. |
| Tennis Huts | - | No learners in huts. |
| Bottom Toilets | - | No playing in bathrooms. |
| Middle Corridor | - | No children on corridor, nor in classrooms. No fiddling in bags nor running around. |
| Middle Toilet | - | Ensure they do not play in the bathrooms. |
| Top Corridor | - | No children on corridor, nor in classrooms. Do not allow fiddling with school bags. |
| Top Toilets | - | No playing in bathrooms |
| Lost Property | - | Assist learners to find their lost property - |

Community Council



My Pledge as a Community Councillor for 2010 I will :

- * be an ambassador that will make C.K.P.S proud
- * assist the teachers with the discipline of the school
- * always uphold the school's Code of Conduct
- * fulfil my duties as instructed and to the best of my abilities
- * be someone the learners can look up to

I, _____ have read and understood the above requirements of a Community Councillor.

Mr J P Fourie
HEADMASTER

Mrs J Schlebusch
DEPUTY HEADMISTRESS

ANNEXURE H

Dear Parents

3 December 2010

Congratulations on _____ achievement in being selected as a Councillor at Constantia Kloof Primary. She has shown qualities of leadership and responsibility and we acknowledge this as a great honour and we are very proud of her.

You may purchase an honour's blazer from the school supplier Viva Sport. The school will contribute R100,00 towards the cost of the blazer. Bring the receipt to school and we will refund the R100,00.

We believe that she will continue to serve as an ambassador for the school in all that she does.

Yours sincerely

Mrs J Schlebusch
Deputy Principal

Mr J. P. Fourie
Principal

Dear Parents

3 December 2010

Congratulations on _____ achievement in being selected as one of Constantia Kloof Primary's monitors. He has shown leadership qualities and we are very proud of him.

This is an honour and we believe that he will serve our school as an ambassador in all that he does.

Yours sincerely

Mrs J Schlebusch
Deputy Principal

Mr J. P. Fourie
Principal

