

Tom Newby School

Policy Document



Policy and procedure for the selection
of Grade 7 Councillors

1. **Rationale**

The South African Schools Act and the South African Constitution emphasise the need for fairness, transparency and redress in procedural matters. In this regard, the Tom Newby School policy for selection of Councillors is point based and requires learners to volunteer, through application, for the services that will be required of them if they qualify for councillorship.

The policy and procedures that underpin this process are intended to identify learners who have leadership capacity, who will be able to represent the school and uphold its values and ethics. These learners should exemplify the qualities that one would expect from a learner who abides by the school's code of conduct, supports school functions and is committed to the learning process.

2. **Procedures**

2.1 **Selection Phase 1**

Learners complete an application form and points are scored for academic, sporting and cultural achievement as well as participation in and support of extra murals. Points are also awarded for leadership and responsibilities displayed through monitor programmes (Scholar Patrol, STOP Monitors, etc.)

Learners complete a qualitative questionnaire dealing with their personality profile, loyalty to the school and fellow learners.

Educators vote for the nominees.

Grade 6 learners vote for the nominees.

Scores a-e are totalled.

Kudos, Merits and number of days absent in the year of application are tallied and included in scores.

The top 35-40 (depending on duty requirements) learners are selected for the first intake of Councillors for the following year. Learners who applied are entitled to view their scores if such a request is submitted in writing. However, other applicants' scores remain confidential.

The new councillors are announced at a Grade 6 and 7 Assembly.

New councillors sign an agreement and acceptance letter.

Where possible, new councillors are tutored by the outgoing councillors and assume official and independent responsibility during the last two weeks of the year preceding their official duty.

2.2 **Selection Phase 2**

Learners who were unsuccessful in Phase 1 may re-apply for councillorship at the end of Term 1.

Phase 1 a, d, e and g are completed.

The top 5-10 learners are considered and between 5 and 10 councillors may be selected.

The new councillors are announced at an assembly.

New councillors sign an agreement and acceptance letter.

New learners are tutored by the current councillors and assume official and independent responsibility during the second week of the following term.

Learners who applied are entitled to view their scores if such a request is submitted in writing.

However, other applicants' scores remain confidential.

DRESS CODE

LEARNERS ARE REQUIRED TO SEW THIN GOLD BRAIDING ON THEIR BLUE BLAZERS TO INDICATE THAT THEY ARE COUNCILLORS.