

2025 Process for election of school leaders for 2026



Timeline	Event	Description
Term 3 Week 10	Choose panel	Select the panel. Panel is usually made up of: Principal, Year 6 teacher, Year 5 Teacher and P & C Representative. <i>*Only school captain nominees will be shortlisted and interviewed.</i>
Friday 12 Sept	Principal and current leaders speak to Yr 5 students	Principal to discuss with the Year 5 cohort about the process of nominating for a school leadership position. Discuss the qualities of a leader and expectations that the school has of the school leaders. Leadership booklet distributed to all interested. Nomination forms available from class teachers when Leadership booklet has been completed.
Week 6/7	- Year 5 Nominations due Friday 14 Nov - Feedback letter by Wednesday 19 Nov	Nomination slip/Booklet needs to be signed and <u>returned to the Year 5 Panel teacher by 9:00am Friday 14 Nov</u>. Panel will review the nominations and will let the student know if their application for captain is successful by Wednesday 19 Nov. <i>Speeches are prepared at home, although children are welcome to consult with their teacher if required.</i>
Monday 10 November	Principal and current vice sports captains speak to Yr 4 students	Principal discusses with current Year 4 cohort the process for nominations. Nomination slip/Booklet needs to be signed and returned to the Year 4 teachers by <u>Monday 17 November</u>.
Week 7/8 Friday	Consultation of relevant teachers for Choir/Band Captain and Sports Captain nominees	Music and Instrumental Teachers consulted (by a member of the panel) about potential leaders for their respective groups. These teachers advise on suitability. Aspiring music/band captains are not required to speak to a group or be involved in a ballot process. Short listed Sports Captains will prepare a brief introduction to present to their house group.
	Preparation of ballot papers	Organising teacher gathers the nominees and draws names to determine the order of the ballot paper. Papers are then printed in readiness for the coming weeks.
Monday 1 December Week 8	School Captain speeches and ballot	School captain speeches are presented, in the Hall, to Year 4-6 students and teachers. Principal will introduce nominees. Year 4-5 students vote at the conclusion of the speeches. All teachers are also provided the opportunity to vote. Votes are counted that afternoon by available members of the panel, a short list is formed. This may be 6- 8 students. The short-listed students are announced the day after the ballot.
Wednesday 27 November Week 9	Sports Captain ballot	Before the School Captain interviews, the Sports Captain ballot is conducted – votes from teachers and year 4-5 students. The Year 4-6 students of the three houses meet in various classrooms. Sports Captain nominees provide a brief introduction and description of why they would be a good sports captain/vice-captain. Students vote and votes are counted by panelists in the office.
Friday 28 November	Panel interviews	Panelists interview the School Captain nominees. After the interviews are complete, the panel makes the final decisions about all leadership positions. If Sports Captain nominee is successful in a School Captaincy role, their Sports Captain votes would be redistributed and the next successful candidate chosen.
Week 10 Monday 8 December	Announcement of leaders for next year	Current leaders are given sealed envelopes and announce new leaders in the following general order: - School Captains - Music Captains - Sports Captains / Vice Sports Captains