



BRACKENHURST PRIMARY SCHOOL

LEARNER REPRESENTATIVE POLICY 2018

The Aims of the Representative System:

- The Representative System will allow more of our learners an opportunity to be exposed to a position of responsibility. It will allow the non-academic and non-sport achievers an opportunity to develop, grow and prove themselves as achievers and to fulfill the school's '**Strive to Achieve**' motto and strategic intent of "Passionately redefining education for tomorrow".
- The Representative's Policy aims to promote a sense of 'belonging and a spirit of loyalty', to inspire themselves and others to make positive changes within their personal capacity and within the school environment.
- The Learner Representative system aims to encourage learners to take informed decisions through participating in their daily duties and leadership activities. With the help of their mentor teachers the learners will strive to create a positive environment where they will show respect, kindness and self discipline.
- The Representatives are to provide a service to the school and with the help of their mentor teachers develop basic leadership skills that will be developed through the year. This recognition will be achieved by being promoted through the process of selection. The criteria will be explained in the policy under selection of Learner Reps.

The Representative System is divided into three categories. Throughout the year certain of the Representatives will be given different Representative status. Categories will not replace one another but supplement them.

1. THE RED REPRESENTATIVE:

- In the last term of the year, Grade 6 parents will get the standard form for application of Learner Reps as well as the summary of expectations of Red Learner Reps. These forms must be completed with the help of the parents and handed in by the date stipulated by the relevant SMT educator. **No late application forms will be considered.**
- **PLEASE NOTE THAT IF A GRADE 6 LEARNER HAS HAD TO BE PRESENT AT A DISCIPLINARY HEARING DUE TO OBTAINING A LEVEL 4 MISDOMENOR OR HAS OBTAINED 30 LEVEL 1'S BY THE END OF GRADE 6, THESE LEARNERS WILL BE EXEMPT FROM COMPLETING A REQUEST TO BECOMING A RED LEARNER REP.**
- Application forms (Annexure E1) will be completed by willing and qualifying candidates.
- Mentor teachers, who will be predominantly drawn from the Grade 7 teaching staff, will be selected to be responsible for the different Representative groups and duties. These teachers, are in charge of each of the groups and they together with the rest of the teaching staff will use the records accumulated by the educators as well as discuss the specific criteria where leadership skills can be recognized. Based on this information the Red Learner Rep will progress to either Silver or Gold status or remain as a red Learner Rep. Mentor teachers are to keep a record on

loyalty, dedication and respect towards self, peers, teachers and parents, behaviour in and out of school, diligence and attitude towards academic work and school in general. As well as indications of leadership skills.

- Red Learner Representatives will be given a button badge with the school badge on it to wear. Should the badge break it will be replaced free of charge. However if it is lost it will need to be replaced at the cost of R10.00
- Learner Representatives will be on duty for 1 cycle and have the following cycle free. Mentor teachers will allocate duties each cycle that the Representative is on duty.
- The Representative mentors will be responsible for the training and guidance of the Representatives so that each of them can grow and develop.
- At any time during the year, a Representative may resign from their position as a red learner rep. The resignation must be done in writing by the Representative. **THE PARENTS OF THE LEARNER REP MUST SIGN THE LETTER.** The letter must be handed into the LR's Mentor teacher.
- If the Representative mentor notices that a Representative is shirking his/her duties, or is not showing commitment, the mentor must intervene and point out problem areas. The Representative's weaknesses are addressed and a course of verbal action is drawn up. If there is no improvement, he/she will be asked to resign by the relevant SMT member or the Principal.
- Learner Representatives must be on duty by 07-25am every morning. They are also to be on duty during both breaks. Learner Representatives may not go to the tuck shop during their cycle of being on duty. However they will be allowed to fetch lunch from the tuck shop 5 minutes before the first break bell.
- Representatives will also be instructed to resign from the Representative System, if they fail to do three duties in any term and/or if they have been placed on three detentions from an educator. All learners who voluntarily resigns or is instructed to resign must return the Learner Representative badge or pay for it if it is lost.
- Representatives will also be told to resign from the Representative System should they receive 20 x Level 1 demerits, 2 x Level 2 demerits 1 x Level 3 demerit or 1 x Level 4 demerit, or any combination of 30 demerits.
- **SELECTION PROCESS OF SILVER AND GOLD LEARNER REPRESENTATIVES:**
- At the beginning of the second term, a meeting will be held consisting of all educators who teach the Learner Representatives to decide on awarding certain Representatives '**Silver Status**'. A possible list of Red Representatives will be passed onto the mentors and the School Management Team who will have the final decision as to who will be awarded the upgraded status.
- The following criteria will be used to determine if a Learner Representative should be promoted to 'Silver Status': 1. Punctuality and Reliability. 2. Honesty and Integrity. 3. Uniform, 4. Helpfulness in tasks. 5. Responsibility and accountability. 6. Positive attitude. 7. Team work. 8. Communication. 9. Duties not completed. 10. Discipline mentions. 11. Initiative. 12. Leadership. 13. Attendance at school.
- Red Representatives not selected as Silver Representatives will remain as Red Representatives for the remainder of the year, unless they decide to resign, or are awarded 'Silver Status' at a later stage.
- A marked improvement by a Red Representative, after the initial Silver selection, will entitle him/her to be given 'Silver Status' on recommendation and motivation by the Representative mentors.

2. **THE SILVER REPRESENTATIVE:**

- Representatives will be awarded Silver Status at the merit assembly of the second term.
- These Representatives will be recognized by a **Silver badge**, which will be issued by the school. They will also be issued with braiding for their blazers and a Learner Representative T-shirt. These are to be worn during activities in order for them to be recognized, e.g. Parents evening
- The same procedures for the Red Representative are followed e.g. resignations, etc.
- The same facilitators who are responsible for the Red Representatives will also be responsible for the Silver Representatives. Additional duties will be allocated in order to further develop their leadership skills.
- The Representative duty groups will have both Red and Silver Representatives.

3. **THE GOLD REPRESENTATIVE:**

- At the beginning of the third term certain Representatives will be awarded with **Gold Status**. These Representatives will be recognized by a **Gold badge**, which will be issued by the school. These will be selected by the teachers due to diligence, honesty, reliability, politeness, punctuality, helpfulness, initiative etc. A marked improvement in leadership by a Silver Representative, will entitle him or her to be awarded Gold Status on recommendation and motivation by the mentor teacher as well as the SMT and Grade 7 educators. The Gold Status representatives will be announced at the merit assembly at the beginning of the third term.

4. **HEAD REPRESENTATIVES:**

A Head Boy and Head Girl Representative and two Deputy Head Boys and Girls representatives will be selected and announced at the merit assembly at the beginning of Term 2. Selection of these Representatives will be based on the criteria mentioned previously.

DUTIES OF REPRESENTATIVE MENTORS:

The teachers and Representative mentors are there to guide and train the Representatives. They are to have meetings with their Representatives to explain what is expected from them, how duties are to be performed, how to behave in certain situations etc. The teachers are to guide the Representatives and to be a mentor in their development and growth. They are to keep a record of progress for each Representative.

The following duties are to be performed by the Representatives:

1. Flag raising duty
2. Assembly duty /Morning line up duty
3. Toilet monitoring duty
4. Corridor duty
5. Tuck shop duty(monitor the behaviour of the children lining up)
6. Office duty

7. Playground duty
8. Wet weather break duty
9. Grade 7 area

Occasional duties:

1. Welcoming committee (school functions, afternoon meetings)
2. Setting up for certain functions
3. Co - curricular and extra mural activities e.g. concerts, eisteddfod.
4. Duties will be rotated on a cycle basis.

Merit assembly:

Certificates to be awarded according to Representative status.

- Red Representatives – Certificates for providing loyal and dedicated service
- Silver Representatives – Certificates for outstanding loyal and dedicated service
- Gold Representatives – Certificates and a gift voucher for exceptional loyal and dedicated service

P. Lipawsky
Deputy Principal

M. Makunyane
Head of Department- IQMS & InterSen Phase

A Burger
Principal

Implementation Date: 2017 - 01- 01

Review Date: 2018 – 01- 01

ANNEXURE E1

BRACKENHURST PRIMARY SCHOOL



REPRESENTATIVE APPLICATION FORM

Name: _____

Grade 6: _____

Together with your parents answer the following questions. Formulate the answers together.

1. Why do you want to be a Representative?

2. What do you hope to gain as a Representative?

3. What do you think the role of the Representatives is in Brackenhurst Primary School?

4. What are your feelings about having to give up break, as a Representative, to perform certain duties?

5. How would you change the Representative System to make it a better system?

6. Do you think it is fair that Representatives will be asked to leave the Representative group if they do not do duties or have **detentions or demerits**?

7. What do you think your strengths are?

8. What do you think your weaknesses are?

7. Any comments by parents:

SIGNED:

Parent: _____

Child: _____ Date: _____



NAME: _____

GRADE 7: _____

GREY	RED	SILVER
------	-----	--------

YEAR: _____

DATES OF DUTIES NOT CARRIED OUT			STRENGTHS	WEAKNESSES
DATE	DUTY	REASON	<u>MEDIA CENTRE</u>	
TERM ONE				
			<u>OFFICE</u>	
TERM TWO				
			<u>FLAG RAISING</u>	
TERM THREE				
			<u>CORRIDORS</u>	
TERM FOUR				
			<u>TOILETS</u>	
NOTES				
			<u>TUCKSHOP</u>	
			<u>PLAYGROUND</u>	