Leerderleiersprosedures / Learner Leaders Procedures

BELEIDSDOKUMENT:
STUDENTERAAD, VERTEENWOORDIGENDE RAAD VAN LEERDERS & KOSHUISPREFEKTE
POLICY DOCUMENT:
STUDENT COUNCIL & REPRESENTATIVE COUNCIL OF LEARNERS & HOSTEL PREFECTS

VERTEENWOORDIGENDE RAAD VAN LEERDERS REPRESENTATIVE COUNCIL OF LEARNERS	STUDENTERAAD STUDENT COUNCIL	KOSHUISPREFEKTE HOSTEL PREFECTS
15 LEDE: 3 per graad/grade & Voorsitter/Chairlady (Verteenwoordiger op SBL) (Representative on SGB) DIENSTERMYN/TERM OF OFFICE Gr 9 – 12: September – September Gr 8: Maart/March – September	16 LEDE: Gr 12 – 12; Gr 11 – 4 Hoofmeisie/Headgirl Onderhoofmeisie/Deputy Headgirl (Verteenwoordigers op SBL & lede van NETWERKKOMITEE) (Representatives on SGB & members of NETWORK COMMITTEE) DIENSTERMYN/TERM OF OFFICE September – September	12 LEDE: Gr 12 Hoofmeisie/Headgirl Onderhoofmeisie/Deputy Headgirl (Lede van KOSHUISKOMITEE) (Members of HOSTEL COMMITTEE) DIENSTERMYN/TERM OF OFFICE September – September

LEIERS/LEADERS:
Sport & Culture/Kultuur
Verenigings/Societies & Diensgroepe/Service Clubs
Nominasies/aanstellings word deur onderskeie personeel hanteer.
Nominations/appointments are managed by respective teachers.

Die Beheerliggaam van die Hoër Meisieskool La Rochelle besef dat die skool 'n behoefte het aan 'n Studenteraad (SR) en Koshuisprefekte om te help met die bestuur van die skool en om leiding aan hul medeleerders te gee. Die Skolewet vereis die samestelling van 'n Verteenwoordigende Raad van Leerders (VRL).

1. DOEL VAN LEERDERLEIERS

1.1 Om saam met die skoolhoof en personeel toe te sien dat daar dissipline en orde in die skool gehandhaaf word.
1.2 Om die algemene skoolgees te verbeter deur leerders by skoolaktiwiteite te betrek.
1.3 Om 'n positiewe gesindheid teenoor die skool en skoolgaan te kweek.
1.4 Om as skakel tussen die leerders en die personeel te dien.

2. DATUM VAN VERKIESING

Die datum van die Nominasieproses met die Verkiesingsproses wat 'n week later in die derde kwartaal plaasvind, word deur die SBS bepaal.

3. SAMESTELLING

3.1 SR: Graad 12-leerders: 12 lede &
Graad 11-leerders: 4 lede

3.2 VRL: Per graad: 3 lede elk

The Governing Body of La Rochelle Girls' High School recognises the need of the school to have a Student Council (SC) and Hostel Prefects to render assistance with the management of the school and to give guidance to their fellow learners. The School's Act requires the composition of a Representative Council of Learners (RCL).

1. PURPOSE OF LEARNER LEADERS

1.1 Together with the principal and staff to ensure that discipline and order are maintained in the school.
1.2 To improve the general school spirit by involving learners in school activities.
1.3 To create a positive attitude towards the school and school attendance.
1.4 To serve as link between the learners and the staff.

2. DATE OF ELECTION

The date of the Nomination process with the Election process which occurs one week later in the third term, is determined by the SMT.

3. COMPOSITION

3.1 SR: Grade 12 learners: 12 members &
Grade 11 learners: 4 members

3.2 RCL: Per grade: 3 members each

3.3 KOSHUISPREFEKTE
Graad 12-leerders: 12 lede

4. DIENSTERMYN
Sien vloeidiagram bo.

5. STEMREGKWALIFIKASIE

5.1 SR
Alle graad 10- en 11-leerders van die Hoër Meisieskool La Rochelle wat op stemdag aanwesig is, is stemgeregtig.

5.2 VRL
Alle graad 8- tot 11-leerders van die Hoër Meisieskool La Rochelle wat op stemdag aanwesig is, is stemgeregtig.

5.3 KOSHUIS
Alle graad 9- tot 11-leerders van die Hoër Meisieskool La Rochelle wat op stemdag aanwesig is, is stemgeregtig.

6. DIE NOMINASIEPROSES

6.1 VEREISTES VIR 'N GENOMINEERDE

6.1.1 Moet as ware verteenwoordiger van die leerders optree.

6.1.2 Moet 'n positiewe voorbeeld stel t.o.v. dissipline, lojaliteit, stiptelikheid, sedelikheid, asook aktiewe deelname aan skoolaktiwiteite.

6.1.3 Dien as kanaal van kommunikasie tussen leerders, opvoeders en die Beheerliggaam.

6.1.4 Moet 'n bydrae maak tot die goeie orde in die skool in ooreenstemming met die skoolreëls.

6.1.5 Moet goeie verhoudings in die skool bevorder.

6.1.6 Moet verantwoordelikheid, leerderskap en leierskap bevorder.

6.1.7 Moet die totale opvoedingsprogram van die skool ondersteun en bevorder.

6.1.8 Moet die skooltradisies verfyn en uitbou.

6.1.9 Slegs kosgangers wat 2 jaar of langer in die koshuis woonagtig is, mag genomineer word.

6.2 WIE MAG NOMINEER?

SR
Gr. 10 nomineer 3 of minder graad 10's
Gr. 11 nomineer 5 of minder graad 11's.

VRL
Gr. 9 nomineer 3 of minder graad 9's
Gr. 10 nomineer 3 of minder graad 10's.
Gr. 11 nomineer 3 of minder graad 11's.

KOSHUIS
Gr. 9 tot 11 nomineer 5 of minder graad 11's.

3.3 HOSTEL PREFECTS
Grade 12 learners: 12 members

4. TERM OF OFFICE
See the flow chart above.

5. RIGHT TO VOTE

5.1 SC
All Grade 10 and 11 learners of La Rochelle Girls' High School who are present on election day have the right to vote.

5.2 RCL
All Grade 8 to 11 learners of La Rochelle Girls' High School who are present on election day have the right to vote.

5.3 HOSTEL
All Grade 9 to 11 learners of La Rochelle Girls' High School who are present on election day have the right to vote.

6. THE NOMINATION PROCESS

6.1 REQUIREMENTS FOR A NOMINEE

6.1.1 Must act as a true representative of the learners.

6.1.2 Must set a positive example of discipline, loyalty, punctuality, morality, as well as active participation in school activities.

6.1.3 Serve as a channel of communication between learners, teachers and the Governing Body.

6.1.4 Must contribute to the order in the school in accordance with the school rules.

6.1.5 Must promote good relationships in the school.

6.1.6 Must promote responsibility, learnership and leadership.

6.1.7 Must support and promote the total educational programme of the school.

6.1.8 Must maintain and refine the traditions of the school.

6.1.9 Only those boarders who have resided in the hostel for two or more years may be nominated.

6.2 WHO MAY NOMINATE?

SC
Gr. 10 nominate 3 or fewer Grade 10s
Gr. 11s nominate 5 or fewer Grade 11s.

RCL
Gr. 9 nominate 3 or fewer Grade 9s
Gr. 10 nominate 3 or fewer Grade 10s.
Gr. 11 nominate 3 or fewer Grade 11s.

HOSTEL
Gr. 9 to 11 nominate 5 or fewer Grade 11s.

6.3 NOMINASIEDAG olv STUDENTERAAD se Skakelonderwysers

6.3.1 Die nominasievorms word deur die sekretaresses voorberei en word in die kluis tot Nominasiedag gebêre.

6.3.2 Op die spesifieke Maandag word die leerders in graad-verband na die Leersentrum geroep.

6.3.3 Die nominasievorm moet deur 2 sekondante onderteken word.

6.3.4 Die telproses vind plaas.

6.3.5 Die personeel o.l.v die hoof het die reg om die gekose lys van kandidate te suiwer en/of aan te vul.

6.3.6 Die finale lys name vir die Stembrief word afgehandel.

6.3.7 Die hoof kondig die genomineerdes aan, aan die einde van die dag.

6.3.8 Genomineerdes het die geleentheid om hulself na die aankondiging te onttrek.

6.3.9 Die genomineerdes moet die volgende oggend 'n Profielvorm inhandig wat vir die res van die week vir kennismaking uitgestal word.

7. VERKIESINGS

7.1 DIE VERKIESINGSPROSES

7.1.1 Die stembriewe word deur die hoof se sekretaresse voorberei en word in die kluis tot Stemdag gebêre.

7.1.2 Op die spesifieke Maandag word die leerders in graad-verband na die Leersentrum geroep.

7.1.3 Hulle tree alfabeties aan en word op die onderskeie klaslyste afgemerk.

7.1.4 Soos hulle in die Leersentrum inbeweeg, ontvang hulle stembriefies vir die SR, en/of VRL, en/of Koshuisprefekte.

7.1.5 Stemming geskied per geslote stembriewe.

SR

Gr. 10 stem vir 4 of minder graad 10's
Gr. 11 stem vir 12 of minder graad 11's.

VRL

Gr. 9 stem vir 3 of minder graad 9's
Gr. 10 stem vir 3 of minder graad 10's.
Gr. 11 stem vir 3 of minder graad 11's.

KOSHUIS

Gr. 9 tot 11 stem vir 12 of minder graad 11's.

HOOFLEIERS

- Na die verkiesing op dieselfde dag word al die genomineerdes na die Leersentrum genooi om die twee hoofleiers van beide die skool en koshuis te kies.
- 'n Spesiale stembrief met die gr. 11-genomineerdes word gebruik deur 'n "H"of "O" langs die name aan te bring.
- Die personeel stem slegs vir die hoofleiers van die skool, terwyl die koshuispersoneel net vir die koshuishoofleiers stem.
- Die telproses vind plaas.

6.3 NOMINATION DAY led by STUDENT COUNCIL Liaison Teachers

6.3.1 The nomination forms are prepared by the secretaries and are kept in the safe till Nomination Day.

6.3.2 On the specific Monday, the learners are called to the Learning Centre per grade.

6.3.3 The nomination form must be signed by 2 seconds.

6.3.4 The counting process takes place.

6.3.5 The staff led by the principal reserve the right to purge the list and/or add to the list.

6.3.6 The final list of names for the Ballot Paper is finalised.

6.3.7 The principal announces the nominees at the end of the day.

6.3.8 After the announcement, nominees have the opportunity to withdraw.

6.3.9 The nominees have to hand in a Profile Form the next morning, which is then exhibited for perusal for the rest of the week.

7. ELECTIONS

7.1 THE ELECTION PROCESS

7.1.1 The ballot papers are prepared by the principal's secretaries and are kept in the safe till Election Day.

7.1.2 On the specific Monday, the learners are called to the Learning Centre per grade.

7.1.3 They line up alphabetically and are marked off on the respective class lists.

7.1.4 As they proceed into the Learning Centre, they receive ballot papers for the SC, and/or the RCL, and/ the Hostel Prefects.

7.1.5 Voting takes place per closed ballot papers.

SC

Gr. 10 vote for 4 or fewer Grade 10s
Gr. 11 vote for 12 or fewer Grade 11s.

RCL

Gr. 9 vote for 3 or fewer Grade 9s
Gr. 10 vote for 3 or fewer Grade 10s.
Gr. 11 vote for 3 or fewer Grade 11s.

HOSTEL

Gr. 9 to 11 vote for 12 or fewer Grade 11s.

HEAD LEADERS

- After the elections on the same day, all the nominees are invited to the Learning Centre to elect the two Head Leaders for the school and the hostel.
- A special Grade 11 ballot paper of all the gr 11 nominees is used on which to indicate an "H" or "O".
- The staff only votes for the Head Leaders of the school, while only the hostel staff votes for the hostel Head Leaders.
- The counting process takes place.

- Die uitslag van die verkiesing word geheim gehou tot die bekendmaking van die leiers.

7.2 BEKENDMAKING VAN NUWE SR, KOSHUISPREFEKTE en VRL

7.2.1 Die hoof kies ‘n geskikte datum n.a.v. die gr. 12-eksamenrooster wanneer die meeste uittredende leiers beskikbaar is. Die aankondiging vind tydens ‘n informele saalbyeenkoms plaas.

7.2.2 Leiers vir Sport/Kultuur/ word later aangekondig.

7.3 INHULDIGING VAN LEIERS

7.3.1 Leiers ontvang balkies en antwoord op die Erekode van die skool/koshuis.

7.3.2 SR en VRL: Tydens die Akademiese Prysuitdeling word die balkies aan die leiers oorhandig deur ‘n familielid van hul keuse.

7.3.3 Die uittredende hoofleiers oorhandig die landsvlag en skoolvlag aan die nuwe hoofleiers, waarna hul die saal sermonieel verlaat.

7.3.4 KOSHUISPREFEKTE: Ten tye van die Koshuisdinee. Die twee hoofleiers se ouers oorhandig hulle balkies aan hulle.

7.4 OPLEIDING

Alle lede van die SR, KOSHUISPREFEKTE en graad 11-VRL woon ‘n verpligte opleidingskamp by tydens die vierde kwartaal.

7.5 FORMELE VERGADERINGS

Word onderling gereël waartydens notules gehou word. Besprekings en besluite vind *in camera* plaas.

- The outcome of the election is kept secret until the announcement of the leaders is made.

7.2 ANNOUNCEMENT OF NEW SC, HOSTEL PREFECTS and RCL

7.2.1 The principal selects a date according to the Gr 12 exam timetable when most of the outgoing leaders are available. The announcement takes place during an informal assembly.

7.2.2 Leaders for Sport/Culture/Societies are announced later.

7.3 INAUGURATION OF LEADERS

7.3.1 Leaders receive badges and answer to the Code of Honour of the school/hostel.

7.3.2 SC and RCL: During the Academic Prize-Giving the leaders’ badges are presented to them by a family member of their choice.

7.3.3 The outgoing Head Leaders hand over the national flag and the school flag to the new head leaders, after which they leave the hall ceremonially.

7.3.4 HOSTEL PREFECTS**:** At the Hostel Dinner. The two Head Leaders’ parents present their badges to them.

7.4 TRAINING

All the members of the SC, HOSTEL PREFECTS and Grade 11 RCL attend a compulsory training camp during the fourth term.

7.5 FORMAL MEETINGS

Are arranged independently during which minutes are kept. Discussions and decisions take place *in camera*.