

CLASS CAPTAINS

GENERAL:

The position of class captain is an important one of leadership in the school.

At Bosmansdam High we regard the position of class captain as a "promotion post". The Register Teacher in consultation with the Grade Head appoints captains. You will be issued with a badge, which will allow everyone to see that you hold a responsible position. Deserving Class Captains receive a certificate at the end of the year.

You have been appointed to this position because you have displayed definite leadership and administrative ability. It is therefore expected of you that you will behave responsibly, set a good example in behaviour and conscientiousness, have the strength of personality to maintain discipline in the absence of the teacher, participate in sport and be loyal to the school.



RESPONSIBILITIES:

1. You are responsible for the overall neatness of the classroom. In this regard you should see that the learners use the litterbin provided; see that the cupboards in the classroom are neatly packed; regularly have the learners clear the rubbish out of their desks.
2. You must clean the board at the end of the last lesson.
3. Check too that there are two chalkboard dusters in your classroom. These should be clearly marked with the classroom number.
4. When a teacher is not present in the classroom, you should position yourself at the front of the room to maintain reasonable discipline. Names of offenders should be handed to the teacher upon arrival.
5. You may, from time to time, be required to perform minor administrative chores. Under no circumstances may you collect money. This is to safeguard you.

6. If a teacher has not arrived within five minutes of the start of a period, **instruct a reliable learner to go and call the teacher**. You should remain in the class to maintain discipline.

Communication channels

You should endeavour to build up a good working relationship with your Register Teacher. He/she is the first person to whom you report any problems. You are the class spokesperson. Serious breaches of discipline or incidents of bullying etc must be reported to a Deputy Headmaster or the Headmaster immediately.