

# **GOLDEN GROVE PRIMARY SCHOOL**

Valuing the individual, Embracing diversity, Celebrating learning



## **LEARNER MONITOR** **POLICY**



## **School Monitor Policy**

### **Introduction:**

The following policy is proposed in response to the growing demand for a fair, consistent and accountable leadership and problem-solving learning opportunity for the young people under our care.

### **Rationale:**

Golden Grove Primary school strives to offer many opportunities for young people to develop leadership and representation skills and we endeavour to entrust learners with responsibilities commensurate with their strengths and abilities. Formal pupil leadership (a Monitor System) provides important benefits for both the learner and the school. Monitors have the potential to influence the school environment and the behaviour of their peers by becoming advocates for positive change in the school community. It has been proven that when children actively participate in leadership in school life, and their ideas and opinions are listened to and valued, they feel respected and encouraged to make further contributions. The benefits to the school and the learners include:

1. increased communication skills
2. improved motivation for academic performance for students involved
3. greater commitment to the school from the wider learner community
4. positive influences on the climate of the school
5. a strengthened school spirit
6. increased co-operation from learners
7. a network of support for the learner body

### **Relationship to School Vision and Core Values:**

Golden Grove Primary School is a multicultural, diverse school which aims at promoting the full and harmonious development of all aspects of our learners: intellectual, physical, emotional, cultural, moral and spiritual.

Golden Grove Primary School is committed to creating a dynamic and supportive learning environment in which all learners can become caring, compassionate and considerate individuals who are responsible towards each other and society.

Golden Grove's Tagline harnesses the core values of Valuing the Individual, Embracing Diversity and Celebrating Learning



### **General Guidelines:**

- 1.** Learner monitors will work to ensure that their moral and academic life will always be a model for the learner community to emulate.
- 2.** All monitors will undergo a training seminar with the deputy principal, where their duties and responsibilities will be explained to them and support of leadership skills will be provided.
- 3.** The monitors will be formally announced at the Senior Award Ceremony the year before the new academic year.
- 4.** Each monitor will have a document defining his/her area/s of responsibility.
- 5.** Monitors who display mastery in their leadership skills and values will be identified as Senior Monitors during the year
- 6.** Should any monitor tarnish the name of the school or fail to set an example to his/her fellow learners, his/her badge and duties may be withdrawn. This will be determined by the outcome of an investigation by the senior educators of the school.

### **In performing duties as School Monitors, each Monitor will be expected to:**

- respect the rules and regulations of the school and observe the school rules at all times
- be dressed appropriately at all times. monitors will wear their badge and the tie that distinguishes their office at all times
- be punctual for duties and attend all monitor meetings where possible
- maintain an excellent academic and behaviour record and lead by example, ensuring the pursuit of excellence and orderly behaviour
- be positive and enthusiastic, encouraging and motivating fellow learners
- be co-operative, helpful, well-mannered, trustworthy, and responsible
- be respectful toward teachers, their peers, and the school environment
- display leadership qualities: confidence, initiative, problem solving skills
- be willing to take on extra responsibilities
- be able to work independently and complete tasks
- monitors will, in discharging their duty, act in kindness, assuming the role of senior brother/sister to the junior learners placed in their charge
- monitors will work together as a single body to promote cohesiveness and discipline in all their domains
- monitors will work to ensure the smooth functioning of the school by helping to facilitate peace, order and discipline and strict respect of school rules without fear or favour
- monitors will attend all school events and activities when required where possible, and will be expected to help, lead and serve



- monitors will not pass on their authority to their friends for convenience
- monitors must be excellent ambassadors for the school, representing the school image positively
- monitors will act as additional pairs of eyes at break times and lunchtimes and report serious misbehaviour
- monitors will act as friends and buddies for those who need support
- monitors will carry out tasks and jobs as may be directed from time to time by staff
- monitors will try as far as possible to work in groups or pairs, so there is always more than one witness and another with which to share judgments.

**Selection Criteria:**

<b>MONITORS</b>	<b>SENIOR MONITORS</b>
Leadership	Self-controlled
Responsibility	Humble
Shows initiative	Leads by example
Respected by peers and adults	Has good interpersonal skills
	Strong leadership qualities
	Is dependable
	Goes beyond the call of duty
<b>TOTAL 8</b>	<b>TOTAL 14</b>

**The rating scale used is from 0-2. Half points may be used. The learners must get 80% to qualify for both Monitor Selection Processes.**

**Monitors: 6 (80%)**

**Senior Monitors: 11 (80%)**



## **General Monitor Requirements:**

### **1. Academic Achievements**

- Monitors who intend to put themselves forward for the role of school monitor must have exemplary records in terms of character, responsibility, work ethic and attendance. They must also be working to **their** full potential in terms of academic achievement and progress.

### **2. Personal skills and aptitudes**

- Always be self-confident: be assertive
- Monitors should have the ability to speak in public, to students and adults
- Display team working skills and be organised and resourceful
- Be polite, honest, reliable, punctual and hardworking
- Show resilience in times of challenging circumstances

### **3. Accountability**

- Monitors are ultimately responsible to the principal, deputy principal and teachers
- On a day-to-day basis monitors are responsible to the individual member of staff in their area of responsibility

### **4. Responsibilities**

- Monitors must adhere to school rules
- The main duty of Monitors is to maintain an atmosphere of friendly cooperation, peace, discipline and unity in the school
- Monitors must liaise and collaborate with each other, as a team, to ensure efficiency and the smooth running of their own area of responsibility and of the school as a whole
- Monitors academic and behavioural standards must be maintained
- Monitors will always work in the interest of the school
- Senior Monitors may be given an extra set of roles and responsibilities

### **5. Removal from post as Monitors**

- Monitors who fail to adhere to the Code of Conduct or to maintain the role and responsibilities of monitors will be given a notice of intention to remove their monitor status
- Monitors understand that they can be replaced if, in the judgement of the principal, deputy principal and staff, they are not fulfilling their roles effectively and in accordance with the prefect role descriptors and outline of duties. Monitors failing to address the area/s of concern will have their monitor status removed.



### Selection Process:

1. In term 4, Grade 6 learners will be offered the chance to apply for the position of School Monitor. They will be referred to a copy of the "School Monitor Policy" to read with their parent(s)/guardian(s). Learners must then submit their completed monitor application form (**Appendix 1**) to the deputy principal by the stipulated due date, in Term 4. **No monitor application forms will be accepted after this date.**
2. The Monitor Selection Panel (MSP) comprised of Grade 6,7 and other educators, will do the Monitor Selections.
3. All applicants will be invited to a five minute interview by the MSP.
4. Applicants must score at least 80% overall on their interview questions which will be based on 4 main indicators: Leadership, Responsibility, Initiative, Respected by peers and adults.
5. **Twenty-two** nominations will be made by the MSP. These nominations will then be presented to the entire teaching staff for deliberation and ratification.
6. All applicants will be informed in writing of the outcome of their application. Unsuccessful applicants will also be afforded an opportunity to apply for other leadership portfolios offered by the school: Peer Mediators, Librarians, Weather Monitors, Tech Team, Eco Watchers, Scholar Patrol etc.
7. The new monitors will shadow the Gr 7 monitors for one week during the 4<sup>th</sup> Term of the year before and will be mentored into duty areas by their peers.
8. The new monitors will sign their Monitor Pledge, read their Monitor Pledge and receive their monitor certificates in the presence of their parents/guardians and the wider school community at a special Pledge Ceremony. (see pledge at the back of this Policy).
9. The new Monitors will also receive their badges and ties at this special Pledge Ceremony.
10. The New Monitor Training workshop will take place by the end of February of the year that they are in office.
11. Unsuccessful applications will be reviewed for their leadership ability in the first two terms of their Gr 7 year. Potential nominees will be informed and interviewed by the MSP. **Eight** additional nominations will be made by the MSP and these nominees will be ratified by the entire teaching staff.
12. The eight additional Monitors will be announced in assembly in the presence of their parents, with the normal ceremonial practice.

This will conclude the monitor selection process for that year as 30 monitors is our maximum in terms of our monitor service need.



## EXPECTATIONS AND RESPONSIBILITIES

**It is expected that monitors will demonstrate, in their everyday lives, all the values that the school upholds.**

### **Key Expectations:**

- To lead by example, within all aspects of school life
- To demonstrate independence, responsibility and reliability
- To monitor the welfare of other learners whilst promoting high expectations
- To assist in the organisation of school break times and lunchtimes, as well as other activities and events

### **Key Responsibilities:**

- to be a role model for other learners, including punctuality, attendance and behaviour
- to wear the school uniform correctly and with pride
- to behave in an exemplary manner
- to demonstrate good work habits in all aspects of school life
- to be competent in self-management and have good personal organisation skills
- to be punctual and well-prepared for their responsibilities
- to be aware of the needs of fellow learners and be aware of school expectations of behaviour
- to be aware of situations which may affect learner welfare
- to take the initiative when staff are not immediately visible
- to be a good role model for others in the school: by manner, dress, overall appearance and attitude to others
- to promote the correct values and standards of behaviour
- to help meet the needs of others by giving care and assistance to the pupils in the school
- to assist with some break routines
- to assist with the monitoring of the behaviour of children around the school
- to act as additional pairs of eyes at break times and lunch times and to report serious misbehaviour
- to act as friends and buddies for those who need support
- to carry out other tasks and jobs as may be directed from time to time by staff
- to assist in other functions under staff guidance

If the monitors don't meet expectations and responsibilities, then they are at risk of losing their role. Monitors understand that they can be replaced if, in the judgement of the principal, deputy principal and educators, they are not fulfilling their roles effectively and in accordance with the monitor role descriptors and expectations and outline of duties and responsibilities. Monitors failing to address the area/s of concern will have their monitors status removed.

**MONITOR APPLICATION FORM (Appendix 1)**



- To fill in this form you must be a learner in Grade 6
- You must read in full the "*School Monitor Policy*", which you will find on the D6 Communicator and School Website (with your parent(s)/guardian(s)).
- You must apply of your own free will and you must provide your own honest responses to the questions below:

**THE DEADLINE DATE FOR THIS FORM TO BE RETURNED TO THE DEPUTY IS: \_\_\_\_\_**

**NB: *No application forms will be accepted after this date.***



**SCHOOL STAMP**





NAME: \_\_\_\_\_ GR: 6 \_\_\_\_\_

DATE: \_\_\_\_\_

**LEARNER LEADERSHIP AND SCHOOL ETHOS CONTRIBUTION PROFILE**

**YES NO**

1. Have you been a captain/team leader of any sports team at/outside of our school? Specify

2. Have you been a class captain or been tasked to perform any extra duty for the educators? Specify

3. Are you involved in the life of the school? State which sporting/cultural/charity/ environmental activities you have actively participated in this year.

4. Have you contributed to assisting any learner during this year? Specify

5. Have you received any warnings/sanctions this year? Specify

6. Have you received any detentions this year? Specify

7. Have you received any certificates in assembly this year? Specify

8. Have you received a Value Badge in Assembly this year? Specify

9. Have you participated in any academic competitions this year? Specify

10. Are you involved in any community activities? Specify



## MONITOR SCROLL

### Congratulations on being elected as a School Monitor!

- *Being given the title and position of School Monitor is an honour and a privilege and we hope that you will look back on your time as a School Monitor in future years, when you move on and out into the world with a sense of pride*
  
- *As a School Monitor a weight of responsibility rests on your shoulders. Teachers will ask you to take on extra duties in addition to your normal studies and extracurricular activities and expect you to behave in an exemplary manner at all times, setting the standard by which the other learners measure themselves*
  
- *The learners will look up to you and will follow your example and in this regard especially it is important that you set a good example and are a good role model*
  
- *You will need to treat all learners equally and fairly and work to ensure that the students you represent are cared for and supported*
  
- *At times the other learners in the school will need you to listen to them and they will need your help and advice to work through their problems. There may be new students who feel alone or left out and it is your responsibility to make these learners feel welcome and included*
  
- *The role of a Monitor falls into five main categories:*
  - *Giving learners a voice*
  - *Maintaining discipline*
  - *Helping staff*
  - *Supporting younger learners*
  - *Assisting in the organising of certain events*

*In essence, being a School Monitor is not about you, it is about the learners you represent, and so the more you think of others and do for others, the better you are at serving in your position as Monitor*


**MAY YOU ALWAYS BE BLESSED FOR YOUR MONITOR SERVICE AND SACRIFICE !!!**



## Ratification of School Monitor Policy

This policy was adopted by the School Management Team on 2020/11/03

**SMT Members:** Dawn Petersen, Vanessa Thaver, Merle Johnson, Sabrina Sasman, Linda Jones

Signed:   
Chairperson of the School Governing Body

Signed:   
Principal

Date: 17/11/2020

Date: 04-11-2020

Date of next review: August 2022

