



GRANGE SCHOOL
A Culture of Continuous Improvement

**GRANGE SCHOOL PRIMARY
PROCEDURES FOR CONDUCTING STUDENT LEADERS' ELECTION
2026-2027 SESSION**

Process 1: Selection of Qualified Candidates

To be eligible for the student leadership election, candidates must meet the following criteria:

Academic Performance: A minimum GPA of 2.50

Year Group: Candidates must be in Year 5

Pastoral Points: Candidates must have at least 85% of the expected pastoral points at the end of the Lent term in Year 5, calculated as follows:

Expected Pastoral Point Computation:

Starting Year	Joined the school in Year 3	Joined the school in Year 4	Joined the school in Year 5
Opening balance	60	60	60
End of Year 3 (3 terms). Obtainable points for each term = 50	3 X 50 = 150	Not Applicable	Not Applicable
End of Year 4 (3 terms)	3 X 50 = 150	3 X 50 = 150	Not Applicable
Christmas and Lent in Year 5	2 X 50 = 100	2 X 50 = 100	2 X 50 = 100
Expected Pastoral Points for each child at the end of Lent term in Year 5	60 + 150 + 150 + 100 = 460	60 + 150 + 100 = 310	60 + 100 = 160
Pastoral Points needed to be qualified.	85% of 460 = 391	85% of 310 = 264	85% of = 136

Good Conduct: Candidates must exemplify good conduct and comply with the Grange School 5Ps, demonstrated by:

- Minimal or no bookings for homework or misdemeanour
- No exam malpractice record
- Not more than one detention record
- No suspension record from Year 4.
- No record of consistent bad behaviour in school or on school trips

- Good grooming and appearance, adhering to the school's hair and uniform policy
- Consistent punctuality and attendance, with no unauthorised absences (Authorised absence is only given for genuine sickness supported with medical note, or family bereavement.) Any other absence is recorded as unauthorised absence.

Process 2: Submission of Application Documents

Shortlisted candidates must submit the following documents to the Head of Pastoral Care & Wellbeing by a specific date and time:

- A handwritten application letter for any two positions of interest addressed to the Head of Primary.
- A copy of their manifesto.

Failure to submit these documents on time will result in disqualification.

Process 3: Manifesto Presentation and Campaigning

Successful candidates will present their manifesto in the Gazebo and may then start campaigning for votes from Year 3 to 6 pupils. Candidates are expected to adhere to the following guidelines:

- No inducements for votes will be allowed
- Distribution of fliers is not permitted

Process 4: Voting:

KS2 pupils and Primary Phase teachers will vote for their preferred candidates.

Process 5: Collation of votes

Votes will be collated based on the following criteria:

Criteria	Point Allocated	Computation
Students' Votes	50	$\frac{\text{Number of votes} \times 50}{\text{Total votes}}$
Teachers' votes	50	$\frac{\text{Number of votes} \times 50}{\text{Total votes}}$
Total	100	

Please Note: The selection of the monitors will be determined by the Senior Management Team (SMT) based on a thorough evaluation of each candidate's suitability for the role. While student and teacher votes will be taken into consideration, the SMT's assessment will be the final determining factor.

Process 6: Assignment of Roles

- The SMT will assign roles to selected monitors.
- All role assignments must be approved by the Head of School.

Election of House Captain and Deputy House Captain:

The following steps will be followed:

1. House members will make nominations during the House meeting.
2. A pupil may nominate themselves for the post.
3. Nominees will address the House about their intention.
4. House members will vote for their candidates.
5. The staff in the House will count the votes.
6. The candidate with the highest number of votes will become the House Captain, and the first runner-up will become the Deputy House Captain

S/N	Student leaders list
1	Lead Monitor (Boy)
2	Lead Monitor (Girl)
3	Head Duty Monitor
4	Health & Safety Monitor
5	Sport Monitor (Girl)
6	Sport Monitor (Boy)
7	Library Monitor
8	Social / Assembly Monitor
9	Sustainability Monitor
10	Duty Monitor
11	Duty Monitor
12	Duty Monitor
13	Duty Monitor
14	House Captain (Benue House)
15	<i>Deputy House Captain (Benue House)</i>
16	House Captain (Donga House)
17	<i>Deputy House Captain (Donga House)</i>
18	House Captain (Niger House)
19	<i>Deputy House Captain (Niger House)</i>
20	House Captain (Ogun House)

