

Prefect

1. Students are informed of the leadership process on assembly at the beginning of term 3. This selection criteria is emailed out with a criteria sheet. (Two teachers to sign off on application) The process is also communicated in the newsletter and via official KSHS Social Media accounts.
2. Students are asked to submit a written application to the YLC & DP.
3. YLC & DP shortlist suitable candidates based on selection criteria before vote. Unsuccessful candidates informed via email with an offer of a face-to-face meeting if they would like feedback. Any student who falls into the ineligible criteria for any part of the process will not be shortlisted.
4. Student who are shortlisted make a written statement why they should be chosen for the role.
5. Students and teachers vote for the team of 24 Prefects. The form is sent out with photos and links to the written statements on it. Voting is a points-based preference systems that asks for selection of 5 preferred candidates. (No. 1 candidate: 5 votes; No. 2 candidate: 4 votes; etc.).
6. Students are informed whether they are successful/unsuccessful via email on the last Thursday on term 3 week 10. Unsuccessful candidates are offered a face-to-face meeting if they would like feedback. Emails sent to parents as well with GO support.
7. Successful students can self-nominate for school captains and port folios by the close of business on the first day back in term 4.
8. Applicants for captain are interviewed by a panel consisting of the Principal, the Deputy Principal and the year level coordinator. (Panel members may change based on availability)
9. Applicants will have one seen question to address and will be asked other questions in the interview.
10. All applicants will be told about the outcome by the Deputy Principal of Senior School

Senior School Selection Criteria Sheet

Written application – Selection criteria sent out with a marking sheet

Candidate	Written Application (20%)	Attendance* (10%)	Attendance at whole school events including sports events & Camp (or whole week of alternate program) (10%)	Effort and Behaviour (10%)	Voting (50%)
Outstanding	Addressed all criteria comprehensively with examples	>95%	Attends all events	No incidents in current year	Teacher and Student vote. Place is equally weighted between two groups
Excellent	Addressed all criteria	95%> attendance>90%	Misses one but attends all else	One minor Incident in current year	
Satisfactory	Acknowledged criteria	90%> attendance>95%	Misses two events	Two minor Incidents in current year	
Ineligible	Didn't address criteria	<85%	Misses three or more events	Any suspension since yr 10 or 3 or more incidents IN senior school Needs attention is any effort or behaviour	

*Authorised absences will not be included in attendance rate. These are absences on medical grounds or extenuating circumstances which are authorised by the school