



Cedarwood School

113 - 117 Dunmaglass Road, Glenferness

Prep Switchboard: 011 465 9830
Emergency: 071 609 7253

College Switchboard: 011 467 4889
Emergency: 072 617 5291

www.cedarwoodschool.co.za

CEDARWOOD SCHOOL

REPRESENTATIVE COUNCIL FOR LEARNERS (RCL) POLICY

This policy must be read in conjunction with the POPIA Manual

Purpose of this Policy:

To provide guidance on the election and functions of the RCL (Learner's representative council).

The following procedure will apply for the selection of leaders for the student body:

1. Preamble

The Representative Council for Learners (RCL) is a body given authority and mandate by learners to speak and make decisions on their behalf. The RCL is made up of pupils from Grade 8 to 12, elected by their fellow learners to represent them.

The RCL forms a vital link between the staff and learners of Cedarwood School and ensures effective all-round communication as all member's act as direct spokespeople for their grades. The RCL provides every learner with an opportunity to practise and grow in servant leadership, and to participate in school governance and decision making.

2. Procedure for the election of RCL members (see also ADDENDUM below)

The RCL members (one per class) are elected during the first month of each year. Nominations and elections take place during register periods, led by the register teacher. Each learner may make one nomination, him/herself or a class member.

On election day the teacher writes the names of nominees on the board. Each learner receives a ballot form, and may vote for one nominee. Forms are handed in and the RCL Coordinator counts the votes and announces the names of the chosen members.

3. The structure of the RCL

The RCL comprises the elected members. A staff RCL Coordinator and the School leaders with the RCL portfolio are honorary members of the RCL.

The RCL meet at least once per term. Complete notes of each meeting must be kept in a file in the office, to be available to any interested parties.

4. The roles of RCL Members

4.1 The RCL Coordinator will:

- 4.1.1 Be a teacher at Cedarwood College;
- 4.1.2 Help to guide and organize the election and functioning of the RCL;
- 4.1.3 Call on other staff members for assistance as required;
- 4.1.4 Liaise between the RCL, staff, School Management Team (SMT) and Principal;

- 4.1.5 Nurture good relationships between the RCL, staff, SMT and Principal; and
- 4.1.6 Develop the leadership and other skills of the RCL members. This may involve training and /or choosing to not attend a meeting if the RCL is functioning effectively.

4.2 The elected RCL members will:

- 4.2.1 Remind their register classes of the RCL, and collect ideas, suggestions, comments and complaints to take and report to the RCL at meetings;
- 4.2.2 Attend and participate in all RCL meetings;
- 4.2.3 Give their register class feedback, after RCL meetings, on ideas submitted to the RCL;
- 4.2.4 Assist the register teacher with class administration (collecting of cell phones etc) or other responsibilities where required.

4.3 The honorary members and RCL portfolio holders will:

- 4.3.1 Attend and participate in all RCL meetings;
- 4.3.2 Assist the RCL Coordinator with additional duties (research, meeting note-taking, etc) as required by their portfolio or requested by the RCL Coordinator.

5. The functioning of the RCL

- 5.1 The Cedarwood School RCL as a Council and individual members are expected to support the Code of Conduct and to embody the School's Core Values which are:
We Care; Open engagement; Respect; Community and Inclusion of Diversity.
- 5.2 The RCL provides learners with an opportunity to participate in school governance and to participate in appropriate decision making, understanding that:
 - 5.2.1 The principal cannot morally or legally hand over the management of the school to anyone; he or she cannot give his powers to learners.
 - 5.2.2 The relationship between educators and their employers is governed by Labour Law and that the RCL has no direct influence on labour processes and matters.
- 5.3 The following are the main functions of the RCL:
 - 5.3.1 The RCL acts as an important instrument for liaison and communication.
 - 5.3.2 The RCL meets at regular intervals (at least once per term) to consider ideas, suggestions, comments and complaints from its constituencies.
 - 5.3.2.1 Ideas, suggestions, comments and general complaints are introduced and explained by the RCL members who received them. General discussion is encouraged, and the RCL agrees on a response / course of action.
 - 5.3.2.2 Complaints received about individual learners or members of staff must be treated with appropriate confidentiality. The RCL Coordinator will ensure that such complaints are not discussed by the RCL but are referred directly to the principal or SMT.
 - 5.3.3 After every meeting each RCL member gives feedback to the learners of his/her register class.
 - 5.3.3.1 If an idea is turned down, the RCL must explain why approval was not granted.
 - 5.3.3.2 If an idea is approved, it must be conveyed to the SMT and the SGB, where applicable.
 - 5.3.3.3 If the SMT and SGB also approve the idea, it becomes part of the school policy, if applicable; if they do not approve the idea, the principal must explain the reasons for this decision to the RCL, who in turn must inform its constituencies.
- 5.4 Should an RCL member be unwilling or unable to fulfil his/her RCL responsibilities, membership may be terminated only after consultation with the RCL Coordinator and an SMT member. An RCL member whose membership is terminated will be replaced after consultation between the RCL Coordinator and the register teacher and/or the Coordinator of the School Leaders.

**ADDENDUM: Example of instructions to teachers for RCL elections
Cedarwood School – College**

RCL Elections

Class: _____

Register teacher: _____

Instructions (to be read / explained to class)

A. Nomination day

1. The RCL (Representative Council for Learners) is a group which allows every pupil the opportunity to contribute towards making our School a better place.
2. Each class will elect one RCL representative. This representative will have the responsibility to:
 - a. Attend and participate in RCL training and meetings (at least once per term).
 - b. Report and complaints or suggestions from class members to the RCL.
 - c. Give feedback to his/her class of RCL decisions and activities.
 - d. Take the lead on register class admin matters (eg: Collecting of cellphones daily).
3. Each pupil may make one nomination: him/herself, or another member of the class. Each nominee needs only one nomination.
4. Register teacher to oversee completion of the nomination form (below) and return to RCL Coordinator.

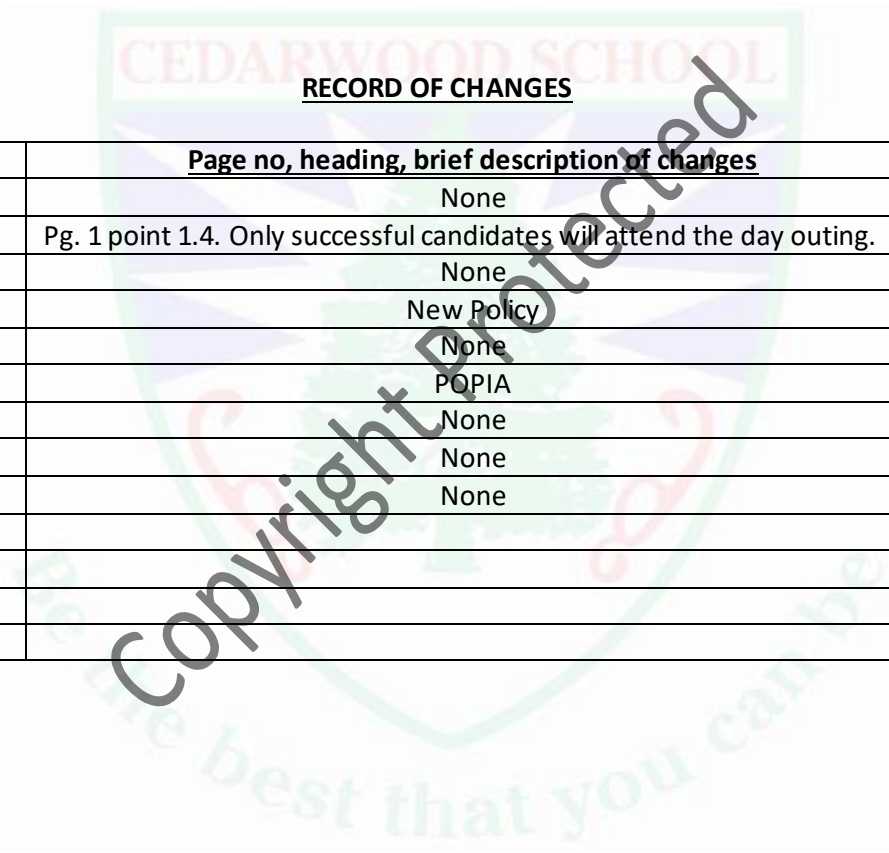
B. Election day

1. Register teacher to write the names of nominees on the board. No new nominees accepted.
2. Each pupil receives one stamped ballot paper on which they write the name of their chosen nominee.
3. Each pupil may vote for one RCL nominee: him/herself, or another member of the class. Spoiled votes will not be counted.
4. Teacher to collect ballot papers and record number of votes received below and sign.
5. Votes will be counted and announced by the RCL coordinator

Nomination form				
	Name of nominee (once only)	Nominated by	Signature of nominee	Admin use
1				
2				
3				
4				
5				
6				
7				
8				

9				
10				

Number of votes received and handed to Ms Chembe: _____ Signed: _____



RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
22 Aug & 1 Sept 2015	None	D van Wyk
24 Aug 2016	Pg. 1 point 1.4. Only successful candidates will attend the day outing.	R da Cruz
18/07/18	None	P Kotze
26/09/2018	New Policy	J. Evans
30/09/19	None	P Kotze
11/09/20	POPIA	Management
11/09/21	None	Management
07/09/22	None	Management
09/11/23	None	Management