

SCHOOL PARLIAMENT POLICY AND GUIDELINES

Motto

Find True Wisdom

Vision

To be a centre of excellence in provision and promotion of quality education.

Mission

- To help children become confident, informed, purposeful and independent.
- To provide an enriching and stimulating environment within which the child becomes an active explorer.
- To provide a framework of discipline which empowers a child to develop self-discipline and a strong sense of self.
- To provide a cross-cultural environment in which the foundation of global peace may be laid.
- To awaken children's interest in all subjects and to encourage in them a love for learning.



Establishment Procedures

In April Term 1, Grade 9 to 12 nominees participate in a pre-election campaign. Each nominee is required to address an assembly of students from Grade 6 - 12, outlining his/her ideas and plans as well as giving some personal background information.

Elections are then held, by secret ballot. All students in Grade 6-12 are eligible to vote.

Presidents and Prime Minister (School Captain and Vice Captain are the students who attain the highest number of votes). From this point the remainder of the Student Parliament is formed.

Pledge of Office

I

willingly accept office in the Scholars Indian School Student Parliament.

I promise to be loyal to the Parliament and my school.

I promise to bring to the attention of Parliament all matters of concern of my fellow students.

I promise to carry out my duties to the best of my ability.

My goal is to help make Scholars an outstanding school where every student can be happy and successful.

In the course of my duties I will set a good example for other students to follow.

Expectations of All Members of Parliament

All members of Scholars Indian School Student Parliament are expected to maintain a high standard of behaviour and citizenship. This should be demonstrated in their daily relationships and interactions with students and staff alike. In this way they will assist in the development of a school community where individuals feel secure, happy and free to strive towards their full potential.

Additionally, all members of Scholars Indian School Student Parliament are expected to consistently display positive leadership skills. These qualities include:

- Responsibility
- Reliability
- Consideration
- Courtesy
- Use of initiative
- Loyalty
- Willingness to be involved in all school activities

Any Parliament member that receives a detention referral will have their suitability for the position reviewed by the Principal and may lose their position.

Ministers of Parliament who fail to display appropriate behaviour may have their Parliamentary position reviewed by the Principal and failing which, will lose their position.

Ministers will report to Parliament each fortnight.

Ministers will undertake specific tasks each week.

Ministers will form a committee to help in fulfilling his/her duties.

All Parliamentary decisions / recommendations must have the approval of the Principal before they are implemented. It is the responsibility of the President together with the Minister involved to meet with the Principal to discuss Parliamentary decisions / recommendations. The Ministers will then arrange to meet with the staff member responsible for their portfolio.

Each Minister is responsible for organising appointment times with the Principal or other staff members as appropriate.

PARLIAMENTARY ROLES

President /School Captain

- Support Speaker at Parliament
- To support Ministers to fulfil their responsibilities
- Co-ordinate weekly and special assemblies
- Assist classes to organise assemblies
- Organise class awards for weekly assemblies
- Make speeches, e.g. thanking people, offering gifts, accepting presentations
- Write thank you notes for services rendered to our school / grade
- Represent our school on special occasions

Prime Minister/Vice Captain

- To support President
- To act as President in his/her absence

Speaker of the House

- To chair Parliamentary sessions
- Conduct voting
- Ensure Sergeant of Arms, Clerk, Treasurer and Ministers follow Parliamentary procedures
- Prepare and present a report at each Parliamentary session
- Keep records of Parliamentary money

Leader of the Opposition

- Report to each Parliamentary session
- Check the performance of other Cabinet ministers

Secretary

- Record minutes of each Parliamentary session
- Present minutes of previous meeting at each Parliamentary session
- Keep all records in the Secretary's book
- Set out all minutes as specified
- Record the opening and closing time of each session
- Read from the General Business the decisions and solutions to the problems or questions Raised

Minister for Communication/General Magazine Editor

- Report to each Parliamentary session
- Write Parliament reports for newsletter each fortnight
- Maintain display boards
- Inform classes about meeting times for Parliament
- Keep Parliament alert and moving along freely by questioning decisions
- Bring up old and new matters and discuss them until they are resolved

Minister for Health / Safety and Canteen

- Report to each Parliamentary session
- Assist with canteen lunches if required
- Supervise bubblers at the end of recess and lunch breaks
- Act as student representative on the Canteen Committee
- To be part of OH&S (safety) Committee to check the school facilities once a term

Minister for the Environment

- Report to each Parliamentary session
- Form and organise a committee
- Invite Environment Co-ordinator to sit on the committee
- Assist with grounds / garden where possible
- Increase school awareness of special Environmental days.
- Advertise environmental concerns
- Educate others in environmental matters
- Liaise with staff about environmental concerns
- Co-ordinate paper recycling
- Organise school garden competitions

Minister for Sport

- Report to each Parliamentary session
- Form and organise a committee
- Invite Sports Co-ordinator to sit on the committee
- Supervise sport store - keep it tidy, check equipment

- Check sport store is locked each afternoon
- Assist with distribution of sporting equipment for weekly sport, carnivals and at lunchtimes
- Assist the PE teachers during the Annual sports day and Annual sports selection day

Minister for Culture & Happiness

- Report to each Parliamentary session.
- Form and organise a committee for happiness everytime.
- Organise programmes that brings happiness.
- See the safety and security of students.
- Report any happenings to the Principal.

PARLIAMENTARY GUIDELINES

1. Parliament meets every month following attached procedure.
2. Classroom representatives (two per class Grade 6-12) are invited to attend and contribute to Parliamentary discussion. Matters of classroom concern must be raised at this time.
3. Parliamentary procedure allows for discussion and decision making concerning matters relevant to the general school.
4. Decision making may entail conferring with Principal/Staff, before final decisions are reached.
5. Students are known as “The Honourable Member for (Surname) and when addressing Parliament preface their statement with “Ministers and Honourable Members”.
6. Nobody is allowed to speak unless the speaker has called on them.
7. The person who is speaking must stand up and only the person standing speaks.
8. Members who talk or disrupt the Parliament will be named by the speaker who says “I name the member for....” “And uses their surname” And uses the job they do.
9. If a member of the Parliament is named the secretary will write his / her name in the book.
10. If a member is named three times the speaker will call on the Sergeant of Arms to remove that person from the parliament and he/she will walk them out of the room.
11. When proposals are voted on the secretary has to write down exactly what the proposal is whether it is won or lost.
12. Voting: After debate, voting is conducted using a simple method of choosing “Yes” or “No”. If the result is doubtful, the Prime Minister counts votes.
13. If a vote goes to a show of hands the secretary has to count the votes and record the results.
14. Endorsing: At the appropriate moments, students are able to endorse a comment by saying “Here Here”.
15. If any speaker is genuinely unable to be heard, Members may interject, “inaudible”.
16. The Secretary, with assistance of committee members, selects important items of general interest from the minutes and organises these for distribution to classes.
17. The Communication Minister/General Magazine Editor is responsible for reporting to assembly and through the school newsletter about Parliamentary sessions.

PARLIAMENTARY PROCEDURE

Entry

Grade 6-12 pupils, teachers and classroom representative assemble, sitting in assigned positions. Sergeant At Arms says: "All rise for the Honourable Speaker"

Opening

Speaker: **I declare this Parliamentary Session open.**

PLEASE BE SEATED

Minutes

Prime Minister: **Would the Secretary read the Minutes from the previous meeting?**

Secretary reads main points discussed in previous Parliamentary sessions.

Speaker: **Is there any business arising from these minutes?**

At this time, All Honourable Members are free to query the content and accuracy of the minutes.

Ministerial Reports

Speaker: **Each Minister will now present his / her Parliamentary Report.**

Each Minister is then introduced, according to designated seating. Is there any business arising from these reports?

Ministers may stand and be called upon in turn by the Speaker if they wish to discuss any matter arising from the Ministers' reports.

Questions Without Notice

Speaker: Does any Member of Parliament have any questions for a minister?

Classroom Representatives

Speaker: **Is there any business from classroom representatives?**

Classroom representatives may stand and comment upon matters deemed to be important by their peers. The speaker calls on them in turn.

General Business

Prime Minister: **Please stand if you wish to put forward a matter for General Business.**

Honourable Members may stand if they have a matter for General Business. As the speaker calls on one member to speak, the others sit down. Discussion usually takes place. After each matter is dealt with, other members with items for General Business stand again. The procedure is repeated until the close of General Business.

Ten minutes prior to the conclusion of the Parliamentary session, General Business must close.

Brief General Business

Prime Minister: **We will begin Brief General Business. If you have a matter to list for Brief**

General Business at the next Parliamentary Session, please stand.

Any members who have an item for Brief General Business (which, because of time, may not have been dealt with in General Business stand simultaneously.)

The Secretary records items, which must be expressed as a word or a phrase, with the Member's name.

Ministerial Tasks

Prime Minister: **Would each Minister please state a task to be undertaken prior to the next Parliamentary session?** Ministers, in turn commit themselves to a task relating to their portfolio, which needs to be attended to.

Ministers will firstly meet with the Principal after Parliament and then be forwarded to the teacher responsible for their area of Ministership.

CLOSE

This session of Parliament is now closed. We will convene again next at

SCHOOL PARLIAMENT – SUMMARY GUIDE FOR SPEAKER

Order of business

Sergeant of Arms says

“All rise for the honourable speaker”

Students stand until speaker tells them to sit.

Speaker asks members to sit.

1. Ministerial Statements

Speaker asks for any ministerial statements

- Ministers can report on their area of responsibility. Things that have happened since last parliament, especially things that were decided at parliament and have been acted on.

2. Ministers Comments

Speaker asks for any comments from the ministers.

- Minister comments on how well things have been done.

3. Questions Without Notice

Speaker asks if anyone has questions of the ministers or ministers.

- Any member of the parliament, including class reps can ask what is happening in any specific area. They must ask questions of the appropriate minister.

4. General Business

Speaker asks if anyone has any matters to propose.

- Start with the ministers and also take proposals from the floor. Any proposal must be written by the clerk.
- Discussion must take turns of those in favour and those against.
- When discussion is exhausted or the speaker decides it's time, the clerk reads out the proposal and speaker calls for a vote.
- The speaker says "Those in favour say aye".
- "Those against say nay." And then declares whether it is won or lost.
- If it is too close to say then a show of hands is taken.

Prof. M. Abubaker
Principal