



House Captains Application Process

Head of School Mrs Kate Lee

Dear Year 6

We are looking for inspirational pupils to represent Shiphay Learning Academy as House Captains and Vice House Captains during the 2025-26 school year. These pupils will work closely with Mrs Lee, Mrs Duke and Mr Nutbeam to represent their House at school and inter-school events and will be excellent ambassadors for the whole school community. There are vacancies for 4 House Captains and 4 Vice House Captains.

At Shiphay Learning Academy, we promote 4 Core Values: **Aspiration, Respect, Contribution and Creativeness.**

We are looking for House Captains who are:

- Aspirational pupils
- Able to take responsibility
- Kind, compassionate, inclusive and respecting
- Creative, organised and able to show initiative
- Committed to being a House Captain and prepared to give time to the role
- Proud to be a pupil at Shiphay and able to promote Shiphay to others
- Confident and able to speak in front of others
- Prepared to listen to others and share others' ideas with key members of staff.

Roles and responsibilities may include:

- Representing your House at school and inter-school events
- Liaising with members of staff to raise the profile of our House system by developing and promoting House events across the year
- Promoting the school by showing visitors around
- Helping in assembly alongside other pupils and staff members
- Collecting House points and maintaining your House section on the House noticeboard
- Supporting at community events within the school and beyond.

Application process:

1. Please write a letter (no more than one side of A4 – can be hand written or typed) to Mrs Duke and Mrs Lee outlining why you feel you are suitable for the role. Please hand your letter to your class teacher. **Deadline for applications: 9.00am Friday 26th September 2025.**
2. You will be informed by **Friday 3rd October** if you have been selected for the final stage of the process.
3. If you are selected to proceed further, you will be asked to prepare a short presentation **no longer than 3 minutes** about how you will incorporate our Core Values in the development of the House Captain role. You will present to the children and staff in your House on **Friday 10th October** and they will then vote for their House Captain and Vice House Captain.

We are looking forward to reading your letters of application – remember to think about our Core Values when you are writing your letters. Good luck!

Mrs Lee and Mrs Duke



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Inspiring the individuals of today, for a better society tomorrow