

**Abbey Primary School**  
Stuart Avenue, Forest Town  
NG19 0AB  
Email: [office@abbey.notts.sch.uk](mailto:office@abbey.notts.sch.uk)  
☎: 01623 481117



Headteacher: Mr Neil Harris

Friday 18<sup>th</sup> September 2026

Dear Parents and Carers,

Today's assembly marked the launch of the House Captain and Vice House Captain 2026 at Abbey Primary School! As your child is in Year 6, they are now eligible to stand for these important pupil leadership roles. Today, they have learnt about the democratic process of standing for election and voting.

If your child wishes to stand for election, the next step is for them to prepare a speech that will be delivered to their house in an assembly on **Wednesday 23<sup>rd</sup> September**. As part of next week's learning, Year 6 will be given opportunities to explore their own personal qualities and strengths and learn about the important features that can be included in their speech.

**The election will be used to select pupils for both House Captain and Vice House Captain and School Council roles.** The pupils who receive the **highest two numbers of votes** in each house will be elected as House Captain and Vice House Captain. The pupils who receive the **third and fourth highest numbers of votes** will become their house's School Council representatives.

Below, you will find the role description that will help them to write their manifesto and decide how they would like to present it. This must be presented in real time, no props or gimmicks such as glitter or sweets, pre-recorded videos or props. We appreciate that you may want to support your child with their presentation should they wish to stand.

#### **JOB ADVERT: Year 6 House Captains and Vice House Captains**

Abbey Primary School is looking for candidates to fulfil the roles of Year 6 House Captains and Vice House Captains.

These children will be responsible for helping the members of their house team achieve their full potential in all aspects of school life, including behaviour, attendance, learning, homework and their ability to follow Abbey's School Values. At events such as Sports Day and other house competitions, the House Captains and Vice House Captains will always be on hand to propel their houses to victory.

The elected candidates will need to understand the many ways in which house points can be gained and demonstrate a **relentless** drive to ensure that all members of their team feel included, encouraged and **valued**. The House Captains and Vice Captains are a vital link between the children and the adult House Leaders, ensuring that ideas are clearly communicated.

#### **School Council Representatives**

The pupils elected as School Council representatives will represent the views and ideas of their house and work with the wider School Council to help make positive changes across Abbey Primary School. They will need to be responsible, approachable and willing to listen to the views of others.

**Good luck!**



Water



Air

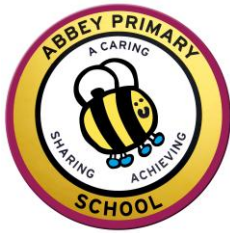


Fire



Earth





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Please encourage your child to put themselves forward. It is a wonderful opportunity which, whether they are successful or not on this occasion, will prepare them well for future situations where they will present to an audience and take on positions of responsibility.

Should your child wish to prepare anything at home, please ensure that any materials are sent via email to [Y6@abbey.notts.sch.uk](mailto:Y6@abbey.notts.sch.uk) by **Tuesday 22nd September**.

Thank you for your support,

Miss Spalding  
**Year 6 Class Teacher**



Air



Fire



Earth

